



## UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO  
ForO 3440.1F  
G-3

**MAY 19 2006**

### FORCE ORDER 3440.1F

From: Commander  
To: Distribution List

Subj: MARFORRES EVACUATION/CONTINUITY OF OPERATIONS PLAN

Ref: (a) OPNAVINST 3440.16C  
(b) NSANRLNSINST 3450.5B with change 1  
(c) NSANRLNSNOTE 5530  
(d) SECNAVINST 5820.7B  
(e) SECNAVINST 5510.36  
(f) MCO 3440.7A  
(g) FORO 3440.2

#### 1. Situation

a. General. As a major Marine Corps Command, Marine Forces Reserve (MARFORRES) must be prepared to continue mission essential functions required to meet National Defense and/or civil support requirements in the event that a man made or natural disaster would preclude operations aboard Naval Support Activity (NSA), East Bank. This plan provides the instructions for the evacuation and the execution of the continuity of operations plan (COOP) in the event MARFORRES must evacuate the New Orleans area for the safety of its personnel and families.

#### b. Friendly Forces

(1) Higher. Headquarters, Marine Corps (HQMC) will monitor the evacuation through the HQMC Crisis Response Center (CRC).

#### (2) Adjacent.

(a) Marine Forces Command (MARFORCOM) will coordinate Commander, US Northern Command (CDRUSNORTHCOM) requests for forces for recovery operations as required by Commander, US Joint Forces Command (CDRUSJFCOM).

(b) Naval Support Activity (NSA) is responsible for all Base functions to include the physical security of NSA, East

Bank and NSA, West Bank, prior to, during, and after a civil disaster, i.e. a hurricane.

(c) Marine Forces North (MARFORNORTH) is responsible for advising CDRUSNORTHCOM on the availability of Marine Forces to assist in rescue/recovery efforts in the case of a civil disaster. By virtue of the dual-hatting of the MARFORRES and MARFORNORTH Staffs, and the co-location of the MARFORNORTH and MARFORRES staffs, MARFORNORTH staff in New Orleans will use this plan as the basis for their evacuation.

(3) Supporting

(a) Federal Emergency Management Agency, US Department of Homeland Security

(b) State and local civil defense/emergency service organizations.

(c) Federal, state, and local law enforcement agencies

(d) Civilian Relief Agencies

1. American Red Cross

2. Salvation Army

3. Various faith-based and other volunteer relief organizations.

c. Assumptions

(1) Given the geographic location of New Orleans and historic precedent, the most likely cause for MARFORRES to evacuate will be to avoid an approaching hurricane.

(2) A hurricane striking the New Orleans area may result in some or all of the following:

(a) Great loss of life and/or injury to the civilian population.

(b) Extensive damage to government and private property.

(c) Standing water.

(d) Lawlessness, to include rioting and looting.

(3) That a hurricane will affect military and civilian activities and agencies requiring coordination and mutual assistance between military and civilian organizations.

(4) COMMARFORCOM will request COMMARFORRES assign forces to COMUSNORTHCOM via COMMARFORNORTH for emergency response and recovery efforts.

(5) Hurricane or other civil emergency will disrupt or severely impair communications, transportation, and health and sanitation services/capabilities.

(6) That this plan may be used as the basis for an all-hazards, continuity of operations plan, exclusive of a hurricane scenario.

d. Legal Considerations. With the exception of the immediate protection of life/limb, MARFORRES will not be employed as units except in accordance with established Department of Defense policies for Military Support to Civilian Authorities and coordinated with MARFORCOM.

2. Mission. On order, MARFORRES conducts evacuation operations and establishes Alternate Headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.

### 3. Execution

#### a. Commander's Intent

(1) Purpose. To provide guidance, instruction, and procedures for executing an evacuation plan and COOP in the event of an impending major hurricane tracking to hit the New Orleans geographical area. This plan is designed to remain sufficiently flexible to permit for variation due to change in meteorological conditions or storm track as well as an adaptable base plan for execution of the COOP due to a spontaneous event.

(2) Method

(a) MARFORRES evacuation and continuity of operations planning will focus on a hurricane scenario because of the high likelihood that a future MARFORRES evacuation will be the result of another hurricane in proximity to the Central Gulf Coast. Branch planning for other all-hazards evacuations will be published in Annex C to this order.

(b) The safety of our personnel and our families is paramount. To ensure their safety, I want established procedures that provide for early evacuation decisions allowing our personnel time to prepare their homes and sufficient time to pack prior to leaving for the AH. Any evacuation of MARFORRES personnel must be orderly and controlled. By controlled, I mean that Commanders and Department Heads must maintain accountability for their personnel (both military and government service) throughout the evacuation to their designated AH. I intend for military and government service personnel to be afforded the opportunity to evacuate with their families. However, MSC Commanders and Department Heads, with concurrence of the Force Chief of Staff, may authorize members, due to extenuating circumstances such as spousal employment as a First Responder, to remain behind with their families, but daily accountability of those remaining behind is a prime directive.

(c) I intend to exercise command and control of the evacuation from the AH. However, throughout any evacuation, I want to ensure that MARFORRES continues to support the Global War On Terror and any other ongoing operations by continuing to operate at NSA, East Bank, New Orleans until command and control can be passed to Command elements located at the AH. In addition, I want to ensure that we plan for a remain-behind MARFORRES detachment (RBM Det) that ensures the security of MARFORRES property and classified material.

(d) After the storm passes, we will assess the situation in New Orleans to determine our next action. We will be prepared to fully staff and continue operations from the AH or immediately return to New Orleans. In either case, as the situation in New Orleans allows for our return, a deliberate retrograde will be planned and executed.

(3) Endstate. Success is defined as MARFORRES personnel and their families safely evacuated from the New Orleans area and all accounted for daily; MARFORRES equipment and classified

material safeguarded; operations continue uninterrupted; and finally, Marines and their families safely returned to New Orleans and operations resumed from NSA, New Orleans.

b. Concept of Operations/Scheme of Maneuver. The MARFORRES evacuation and continuity of operations plan will be conducted in four phases. Transitions between phases will be conditioned based. The phases are:

- Phase I - Preparatory Phase
- Phase II - Evacuation Phase
- Phase III - COOP Execution Phase
- Phase IV - Return/Consolidation Phase

(1) Phase I - Preparatory Phase. The Preparatory Phase continues throughout the year. Phase I ends 96 hours prior to the forecasted landfall of a tropical storm/hurricane in the New Orleans area (execute Phase II).

(a) During this phase, MARFORRES Staff Sections, Headquarters Battalion, 4<sup>th</sup> Marine Division (4<sup>th</sup> MarDiv), 4<sup>th</sup> Marine Aircraft Wing (4<sup>th</sup> MAW), and 4<sup>th</sup> Marine Logistics Group (4<sup>th</sup> MLG), update evacuation databases to ensure preparedness for an all-hazards evacuation.

(b) Commencing 1 December and to be completed NLT 1 May, each Staff Section and MSC will review after-action reports from the previous hurricane season and recommend/make appropriate adjustments to the evacuation plan and COOP.

(c) During May of each year, MARFORRES will conduct a staff exercise under the cognizance of the AC/S, G-3/5 in order to rehearse the Evacuation/COOP decision-making process.

(d) HQBn in conjunction with (ICW) the Destructive Weather Officer (DWO) will provide hurricane awareness/preparedness training and evacuation briefings to all MARFORRES personnel.

(e) On or about 1 June, COMMARFORRES will set Hurricane Condition of Readiness 5 (HURRCOR 5). HURRCOR 5 will be maintained from 1 June thru 30 November unless required to go to an increased state of readiness. Changes in the HURRCOR will be at the direction of COMMARFORRES or the Executive Director, MARFORRES. (Refer to Annex C, Appendix 1 for HURRCOR and Storm Categories.)

(2) Phase II - Evacuation Phase. Phase II commences 96 hours prior to the forecasted landfall of a tropical storm/hurricane in the New Orleans area. Phase II ends when COMMARFORRES determines that operations must continue at the AH (execute Phase III) or that a return to New Orleans is feasible (execute Phase IV). COMMARFORRES may halt the evacuation and direct a return to New Orleans if it appears the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area.

(a) Ninety-six hours prior to forecasted landfall, the AC/S, G-3/5 DWO will advise COMMARFORRES on the status of the tropical storm/hurricane and will recommend appropriate courses of action. Additionally, a warning order will be issued to all designated Tier I personnel to be prepared to evacuate to the AH, on order. (See Annex A for list of Tier I personnel.) Headquarters Battalion ICW the Staff Sections and MSCs will review evacuation/COOP plans and ensure all evacuation databases are updated and complete.

(b) Tier I (Advance) personnel, depart to their AH via POV and/or Commercial Air.

(c) From 96 hours to 72 hours prior to forecasted landfall, the DWO and AC/S, G-3/5 will continue to provide appropriate storm updates to COMMARFORRES.

(d) Should the storm maintain track towards New Orleans, COMMARFORRES will set HURRCOR 4 at 72 hours prior to forecasted landfall.

1. Upon setting HURRCOR 4, Tier I personnel will proceed via POV to the AH. Tier I personnel are authorized to evacuate with dependants. Additionally, twenty-five G-6 Marines will launch to their assigned AH via Military air.

2. Upon the setting of HURRCOR 4, a warning order for evacuation will be issued to the remainder of MARFORRES. The warning order will release Marines and government service workers so they have time to prepare their homes and families for evacuation. The warning order is not the evacuation order. The evacuation order will be issued separately.

3. At 72 hours, the remain-behind MARFORRES detachment (RBM Det) will be established. The initial meeting will occur upon receipt of the Warning Order. The RBM Det Marines will muster in the Force Conference Room for accountability and instructions, but will be afforded the opportunity to secure in order to prepare families and dwellings for evacuation. RBM Det Marines will be instructed to return to Building 601 upon receipt of the Commander Marine Forces Reserve (CMFR) Evacuation Order.

4. Upon arrival of the MARFORRES Command Operations Center, Forward (COC (FWD)) at the AH, the Senior Watch Officer will establish positive communication with the MARFORRES COC, New Orleans and NSA Emergency Operations Center (EOC) by NIPRNET, telephone, telephone conference call and FAX. Additionally, SIPRNET connectivity will be established with the MARFORRES COC, to include TANDBERG capability.

5. Upon arrival of Tier I personnel and establishment of communications at the AH, MARFORRES (FWD) will assume command and control of the evacuation.

6. MARFORRES (FWD) will exercise command and control of the remain-behind force in New Orleans through the RBM Det OIC, a designated colonel/O-6 located in New Orleans.

(e) Between 72 hours and 60 hours prior to the forecasted landfall, COMMARFORRES will issue the evacuation order (either "authorized" or "directed"). The decision will be based on storm forecasts and any additional factors germane to the situation. (Note: Authorized evacuation means that Marines, sailors, or Federal Employees may evacuate if they desire. Directed evacuation means all Marines, sailors, and Federal Employees will evacuate the New Orleans area. In either case, Marines, sailors, and Federal employees will be reimbursed for evacuating in accordance with in the Joint Federal Travel Regulations.)

1. If evacuation is ordered, all other personnel will evacuate via POV in the general direction of their designated AH, ensuring they steer as clear of the storm track as practical. MARFORRES Headquarters personnel who lack personal transportation will muster at a designated location on the Naval Support Activity and await government provided transportation to the AH. MSCs are responsible for providing a means for their personnel without personal transportation to

travel to their respective AHs.

2. Contractor employees will be advised of the command decision to evacuate by their Contracting Officer Representative (COR). Contractor employees and their employing company are responsible for their own evacuation. (Refer to Annex E)

3. During the evacuation, each MARFORRES Staff section, HQBn, 4th MARDIV, 4th MAW, and 4th MLG will establish internal communication controls and ensure accountability for their personnel throughout the evacuation. Additionally, each will also provide a daily morning report to the G-1 at the AH.

(f) Should the storm maintain track towards New Orleans, COMMARFORRES will set HURRCOR 3 at 48 hours prior to forecasted landfall.

1. Upon setting HURRCOR 3, final logistical preparations will be made for the RBM Det which will be based out of the command center in Building 601. The RBM Det will also complete the storm preparation of Building 601 on NSA East Bank and Buildings 10 and 769, as well as Flag officer quarters on the West Bank.

2. Security of Marine spaces and buildings will be fully coordinated with NSA personnel remaining behind and will include Marine augmentation of the Auxiliary Security Force.

3. At 48 hours, G-6 will launch three (3) Marines to the AH location via Military or commercial air.

(g) Should the storm maintain track toward New Orleans, COMMARFORRES will set HURRCOR 2 at 24 hours prior to forecasted landfall.

1. MARFORRES Staff and MSC personnel, designated as the main body, not assigned to the RBM Det should be at or near their assigned AH. The G-1 will provide COMMARFORRES with a personnel status update.

2. The RBM Det will update COMMARFORRES on all tasks completed in preparation for the impending storm.



(h) Should the storm maintain track towards New Orleans, COMMARFORRES will set HURRCOR 1 at 12 hours prior to forecasted landfall. The RBM Det will ensure personnel are in the safest possible location to protect them from destructive winds and flying debris.

(i) After the storm passes, the RBM Det will assess the situation. The RBM Det will gather appropriate all-source information on the status of sewer, water, power, communications, municipal services, and traffic-ability in and around New Orleans and the surrounding parishes. The RBM Det will advise COMMARFORRES on the feasibility of MARFORRES personnel and their families returning to the New Orleans area.

(3) Phase III - COOP Execution Phase. COMMARFORRES will ensure that continuity of operations is maintained throughout transfer of command and control during the Phase II Evacuation. Phase III commences upon COMMARFORRES decision to fully staff and continue operations from the AH. Phase III ends upon return of MARFORRES command and control to New Orleans. (Execute Phase IV)

(a) The Damage Control Team (DCT) (See Annex A, Appendix 1), assigned to the RBM Det, will begin the process to minimize the storm damage to Building 601 and Marine spaces aboard the NSA, West Bank.

(b) On order, the Equipment Recovery Team (ERT) (See Annex A, Appendix 1) will return to Building 601 to load and transport previously identified mission-essential equipment and publications to the AH. ERT members will accompany all gear to the final destination. Transportation of equipment and publications to the MSC AH will be coordinated by the MARFORRES G-4. (See Annex D for procedures for pre-staging equipment.)

(c) MARFORRES Staff Sections, HQBn, 4th MARDIV, 4th MAW, and 4th MLG are responsible for movement and accountability of personnel to their respective AH as soon as practical following COMMARFORRES' order to execute Phase III. Staff principals, MSC COS, HQBn CO, and RBM Det OIC will participate in a daily COMMARFORRES conference call.

(d) COMMARFORRES will determine if contractors will be required to relocate to the appropriate AH for the duration of Phase III. If required, the Regional Contracting Officer

will coordinate with the contractor employees to have them move to the AH.

(e) The RBM Det OIC will remain the COMMARFORRES representative in New Orleans and will continue post storm assessment through coordination with the NSA EOC, municipal, parish, and state and federal officials. The RBM Det OIC will inform COMMARFORRES of the current situation via a situation report given during the daily telephone conference call.

(4) Phase IV - Return/Consolidation Phase. Phase IV commences upon return of MARFORRES command and control to New Orleans. Phase IV ends upon complete return and consolidation of MARFORRES personnel in New Orleans. This decision may be made immediately following the storm or after such time that conditions permit a safe return of our Marines, sailors, and Federal employees.

(a) Should conditions permit an immediate or near immediate return to New Orleans, command and control for the return will be run through the COC in New Orleans and regular operations in building 601 will resume on the first practical weekday following the decision to return.

(b) Should conditions preclude an early return; the RBM Det will be augmented by designated personnel and form the Return Movement Control Center (RMCC) (See Annex A, Appendix 1). The RMCC will be located in New Orleans and will plan the return of MARFORRES Staff Sections, HQBn, 4th MARDIV, 4th MAW, and 4th MLG. The RMCC will phase the return of the force to ensure that personnel and their dependants have housing and that there is adequate workspace and communication connectivity to resume daily operations.

(c) MARFORRES Staff Sections, HQBn, 4th MARDIV, 4th MAW, and 4th MLG are responsible for notifying their personnel. In addition to their chain of command, Marines, sailors, and Federal employees may obtain information through the (800) phone number, the MFR website, and the Military One Source System on when to return to duty in New Orleans.

c. Tasks

(1) G-1 - See Annex E

(a) Maintain accountability for all MARFORRES personnel throughout the evacuation period.

(b) Ensure sufficient G-1 personnel are on Tier I flow to the AH in order to maintain accountability and reporting.

(c) BPT request Marines be placed on ADSW in order to meet increased TAD claim processing requirements.

(2) G-2 - See Annex B

(a) Assist the DWO in assessing pertinent meteorological data that will/may bear on the Commander's decision to authorize/direct an evacuation.

(b) Post-hurricane, maintain contact with New Orleans EOC and provide a liaison between the RBM Det OIC and the city's EOC.

(3) G-3/5 - See Annex C

(a) Designate an officer to serve as the MARFORRES Destructive Weather Evacuation/COOP Officer.

(b) Develop and lead a hurricane evacuation/COOP exercise in May of each year.

(c) Conduct Destructive Weather Briefings to COMMARFORRES, as required.

(d) Report all changes in HURRCOR to HQMC, MARFORs, MSC's, the Navy's EOC and the New Orleans Federal Executive Board. Ensure that all are notified as to intentions and actions associated with evacuation/COOP.

(e) Notify HQMC, MARFORs, and the New Orleans Federal Executive Board of the decision to evacuate.

(f) Ensure DWO reports to NSA EOC for synchronization of evacuation conditions/events.

(4) G-4 - See Annex D

(a) BPT provide SME assistance to the MSC's IOT facilitate planning and execution of the respective MSC Evacuation/COOP Plans.

(b) Develop plan for the embark of all mission-essential equipment.

(c) BPT to coordinate transportation for mission-essential equipment to the MSC AH locations.

(d) Provide (1) SNCO to serve as the SNCOIC of the ERT.

(5) G-6 - See Annex K

(a) BPT provide SME assistance to the MSC's IOT facilitate planning and execution of the respective MSC Evacuation/COOP Plans.

(b) Ensure that RBM Det, New Orleans retains NIPR, SIPR, telephone, and Tandberg capability after the COOP of Network Services.

(6) Facilities

(a) Ensure Master keys are available for all MARFORRES spaces in Bldg. 601. During the Evacuation/COOP, ensure that the Master keys are located in the MARFORRES Command Center.

(b) Provide (1) SNCO to serve as the SNCOIC of the DCT.

(7) Security Manager

(a) Provide specific instructions on the storage and transportation of classified material during an evacuation to all General and Special Staff sections, HQBn, 4th MARDIV, 4th MAW, and 4th MLG.

(b) ICW G-6, develop a plan to safeguard SIPRNET computers left behind and to transport SIPRNET computers to the AHs.

(c) ICW G-2, plan for a Vacate Command Post Inspection with MSC and Section Security managers.

(8) AT/FP Section. Ensure Site Vulnerability Assessments are completed for all AH locations.

(9) CO, HQBn

(a) Publish the Evacuation/COOP Plan for the Battalion outlining Headquarters Commandant functions.

(b) NLT 21 May provide COMMARFORRES with a confirmation brief.

(c) Assign an officer to serve as the Camp Commandant for the Force AH.

(d) Develop blueprint for MARFORRES Command section and Staff with space assignments at the AH.

(e) Coordinate transportation requirements for any personnel not possessing a POV and requiring transportation to the AH.

(f) Provide all embark boxes necessary to support relocation of the MARFORRES Staff.

(g) Conduct hurricane awareness and preparation training for all Marines stationed at NSA, New Orleans.

(h) Ensure that pre-storm tasks for preparation of Bldg. 601, Bldg 10, Bldg 769, and Flag Officer Quarters is conducted commensurate with appropriate HURRCOR. (Responsibility for pre-storm preparation will transfer to the RBM Det 60 hours prior to landfall.)

(i) ICW the MARFORRES staff, assign Marines to the Auxiliary Security Force (ASF).

(10) CG, 4<sup>th</sup> MarDiv

(a) NLT 21 May publish the Evacuation/COOP Plan for 4th MarDiv.

(b) NLT 21 May provide a confirmation brief of the 4<sup>th</sup> MarDiv Evac/COOP plan to COMMARFORRES.

(c) Report all HURRCOR changes and actions associated with each to the MARFORRES COC.

(d) Ensure that all Inspector and Instructor (I&I) sites in the affected areas report HURRCOR changes, intentions as to evacuation, and post-event status as to unit condition and accountability. Post-event reporting will be completed, via the Chain of Command. Reporting requirements are covered in Annex C, Appendix 3, (Pre and Post Event Reporting Requirements).

(e) Upon occupation of the AH, establish a 4<sup>th</sup> MarDiv 24 hour POC to interface with the MARFORRES Command Operations Center.

(f) Identify any and all support requirements and request augmentation as necessary from the MARFORRES Staff Sections to facilitate the planning and execution of your COOP.

(g) Ensure that Inspector & Instructor (I&I) sites in the areas prone to dangerous or destructive weather are familiar with this order.

(h) Direct I&I's to have an evacuation and accountability plan to include accounting for all assigned Selected Marine Corp Reserve (SMCR) Marines living in the affected areas.

(i) Ensure that I&I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) During Phase II provide daily accountability for all 4<sup>th</sup> MarDiv Marines living in areas being evacuated.

(11) CG, 4<sup>th</sup> MAW

(a) NLT 21 May publish the Evacuation/COOP Plan for 4th MAW.

(b) NLT 21 May provide a confirmation brief of the 4<sup>th</sup> MAW Evac/COOP plan to COMMARFORRES.

(c) Report all HURRCOR changes and actions associated with each to the MARFORRES COC.

(d) Ensure that all I&I sites in the affected areas report HURRCOR changes, intentions as to evacuation, and post-event status as to unit condition and accountability. Post-event reporting will be completed, via the Chain of Command. Reporting requirements are covered in Annex C, Appendix 3, (Pre and Post Event Reporting Requirements).

(e) Upon occupation of the AH, establish a 4<sup>th</sup> MAW 24 hour POC to interface with the MARFORRES Command Operations Center.

(f) Identify any and all support requirements and request augmentation as necessary from the MARFORRES Staff Sections to facilitate the planning and execution of your COOP.

(g) Ensure that I&I sites in the areas prone to dangerous or destructive weather are familiar with this order.

(h) Direct I&I's to have an evacuation and accountability plan to include accounting for all assigned SMCR Marines living in the affected areas.

(i) Ensure that I&I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) Report Phase II evacuation intentions of affected MARFORRES air assets to COMMARFORRES (G3/5).

(k) BPT provide breakdown of available air assets to support pre and post-event requirements.

(l) BPT support Phase II evacuation of MFR G-6 personnel to the AH location.

(m) During Phase II provide daily accountability for all 4<sup>th</sup> MAW Marines living in areas being evacuated.

(12) CG, 4<sup>th</sup> MLG

(a) NLT 21 May publish the Evacuation/COOP Plan for 4th MLG.

(b) NLT 21 May provide a confirmation brief of the 4th MLG Evac/COOP plan to COMMARFORRES.

(c) Report all HURRCOR changes and actions associated with each to the MARFORRES COC.

(d) Ensure that all I&I sites in the affected areas report HURRCOR changes, intentions as to evacuation, and post-event status as to unit condition and accountability. Post-event reporting will be completed, via the Chain of Command. Reporting requirements are covered in Annex C, Appendix 3, (Pre and Post Event Reporting Requirements).

(e) Upon occupation of the AH, establish a 4<sup>th</sup> MLG 24 hour POC to interface with the MARFORRES Command Operations Center.

(f) Identify any and all support requirements and request augmentation as necessary from the MARFORRES Staff Sections to facilitate the planning and execution of your COOP.

(g) Ensure that I&I sites in the areas prone to dangerous or destructive weather are familiar with this order.

(h) Direct I&I's to have an evacuation and accountability plan to include accounting for all assigned SMCR Marines living in the affected areas.

(i) Ensure that I&I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) During Phase II provide daily accountability for all 4<sup>th</sup> MLG Marines living in areas being evacuated.

d. Coordinating Instructions

(1) Cancellation. This plan replaces ForO 3440.1E.

(2) During Phase I, review all after-action reports from the previous hurricane season and make appropriate adjustments to evacuation and COOP plans.

(3) Designate a senior SNCO or Officer, to the MARFORRES G-3, Destructive Weather Evacuation/COOP Officer to serve as section/MSC Destructive Weather Evacuation/COOP Representative.



(4) All Staff Sections and MSC's will ensure that classified material is properly secured in accordance with reference (e) and Annex C, Appendix 2 prior to evacuation.

(5) All Staff Sections and MSC's will ensure that personnel required to transport classified material have required courier cards.

(6) NLT 1 May and throughout the hurricane season, each Staff Section/MSc will validate its destructive weather personnel database and will review and update evacuation checklists.

(7) From 1 May to 30 November, Staff Sections and MSC's will remain vigilant in reviewing and updating evacuation checklists and the destructive weather personnel database maintained by Headquarters, Battalion on a daily basis.

(8) During the evacuation, each MARFORRES Staff section, HQBn, 4th MarDiv, 4th MAW, and 4th MLG will establish internal communication controls and ensure accountability for their personnel throughout the evacuation. Additionally, each will also provide a daily morning report to the Force Personnel Administrative Center (FPAC) at the AH.

(9) All MARFORRES personnel will evacuate with government assigned individual unclassified laptop computers, associated equipment, to include Blackberries and cellular telephones.

(10) NLT 1 May, MARFORRES Staff Sections, HQBn, 4th MarDiv, 4th MAW, and 4th MLG will build an Equipment Density List (EDL) of mission-essential gear to be embarked to the AH. Mission-essential gear is identified as SIPR computers, additional computer equipment, and any government property vital to the completion of mission-essential functions. Personal items, to include gym bags and additional uniforms, will not be embarked.

(11) EDL's will be submitted to the MARFORRES/MSc G-4's for consolidation. The MFR G-4 will publish the embark plan in the Annex D.

(12) Every Marine is to evacuate with at least one set of authorized and serviceable Marine Corps pattern digital utilities.

(13) Personnel on leave during the Hurricane Season are to plan to have required uniforms upon arrival to the AH should the evacuation order occur while on leave.

(14) All occupants of Building 601 will ensure that the windows in all office spaces are closed and locked prior to evacuation.

(15) All refrigerators in Building 601 will be left clean with the doors propped open throughout the evacuation period.

(16) All personnel will have a plan for POVs not being used for evacuation. The NSA parking deck is designated for City Emergency Vehicles, GME vehicles and designated RBM det Marines only. The NSA will not allow for storage of vehicles during evacuation.

(17) Each Staff Section/MSC will provide the combinations to all vaults, safes, cipher locks, and cabinets, with the exception of personal lockers, to the G-1, Classified Material Control Center Custodian.

(18) Each Staff Section/MSC will provide personnel to the RBM as designated in Annex A, Task Organization.

#### 4. Administration and Logistics

##### a. Personnel

(1) MARFORRES sections, HQBn, 4th MarDiv, 4th MAW, and 4th MLG will ensure all personnel in their charge have evacuation plans for themselves and their families, to include families of Marines who are Temporary Additional Duty (TAD) or TAD-Excess.

(2) Contractor employees will be advised of the command decision to evacuate by their Contracting Officer Representative (COR). Contractor employees and their employing company are responsible for their own evacuation. No one but the MARFORRES Contracting Officer is authorized by law to direct the contractor employees to report to an alternate work site. For specific guidance concerning Contractor and Government employee evacuation, refer to Annex E, Personnel.

(a) Accountability will be maintained through the normal morning report procedure. Accountability procedures are published by the MARFORRES G-1 in Annex E.

(b) Personnel who have a spouse that is a first responder, are exempt from evacuating during a "directed evacuation" and may remain in the area if their spouse is required to remain in the city in that official capacity. Adequate contact information and a plan for post-storm contact are mandatory. In the event of COOP execution, it may become necessary for the individual to displace to the AH.

(c) There may be other extenuating circumstances, e.g., a spouse is too ill to safely evacuate, that precludes a Marine or Federal Employee from evacuating. Again, daily accountability during the evacuation is mandatory.

(d) All personnel assignments are listed in Annex A, Appendix 1.

b. Logistics

(1) Staff sections will submit any additional logistical requirements needed to function from the AH to the HQBn S-4.

(2) During Phase II, the HQBn will identify available billeting in the vicinity of the AH for MARFORRES general and special staff except for elements of the G-1 and G-4 that will be in a separate location and will secure their own billeting. MSCs will be responsible for securing billeting for Marines and Federal Employees under their command at their respective AHs.

5. Command and Signal

a. Command Posts and Headquarters

(1) COMMARFORRES, in the event of an evacuation and commencement of Phase III operations, will relocate to JRB, Dallas/Ft Worth, TX.

(2) CG, 4<sup>th</sup> MarDiv, will relocate to Grand Prairie, TX.

(3) CG, 4<sup>th</sup> MLG, will relocate to Marietta, GA.

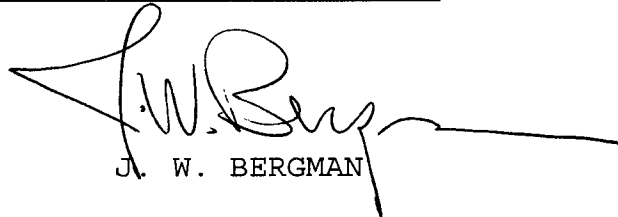
(4) CG, 4<sup>th</sup> MAW, will relocate to Marietta, GA.

b. Signal

(1) Upon transfer of command and control to the AH, the AH via their respective G3s/COCs will notify higher, adjacent, and subordinate commands via the Defense Messaging System.

(2) The COMNAVRESFOR Emergency Management Officer is located in building 8, Naval Support Activity (West Bank). The MARFORRES DWO will notify EMO when HURRCOR changes and stay in communication with the EMO throughout the hurricane season. In the event that an evacuation is ordered the EMO activates the EOC located on the 5<sup>th</sup> deck, building 601. The EOC remains in place throughout the evacuation. Upon evacuation, the MFR Command Center will maintain communication with the EOC and keep EOC informed throughout MARFORRES evacuation. The EMO and EOC can be contacted at (COMM) 504-678-5313, (satellite phone) 1-800-227-5024, emergency hotline 877-318-4365 or 504-678-4040.

(3) The MARFORRES Command Center is located on the fourth deck, building 601, Naval Support Activity (East Bank). The Command Center can be contacted at 504-678-8701/8672 or via email at the following: MARFORRESCDO@mfr.usmc.mil.



J. W. BERGMAN

ANNEXES:

ANNEX A - Task Organization/Personnel Assignments  
ANNEX B - Intelligence  
ANNEX C - Operations  
ANNEX D - Logistics  
ANNEX E - Personnel  
ANNEX K - Communications and Information Systems  
ANNEX X - Execution Checklist

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ANNEX A TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)  
TASK ORGANIZATION (U)

REFERENCES: None

MARINE FORCES RESERVE

Headquarters Battalion, MARFORRES

LtGen Bergman

LtCol Kleis

4<sup>th</sup> Marine Division

MajGen Williams

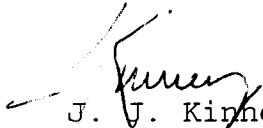
4<sup>th</sup> Marine Aircraft Wing

BGen Papak

4<sup>th</sup> Marine Logistics Group

BGen Payne

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J. J. Kinherup  
Colonel, USMC  
Chief of Staff

APPENDIXES:

1 - Personnel Assignments

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ANNEX A TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)  
PERSONNEL ASSIGNMENTS (U)

REFERENCES: (a) OPNAVINST 5580.1A CH-2  
(b) CNO (N34) ltr of 19 Aug 02

1. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet National Defense and/or civil support requirements in the event that a disaster of any kind prohibits operations aboard the NSA, East Bank. Only through proper planning, will MARFORRES ensure that all personnel are evacuated safely and that we are able to continue to perform mission essential tasks from the AH.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. Elements and teams have been established to perform specific functions during the evacuation or follow-on COOP. If assigned to an element or team, each Marine, sailor, and civilian employee must understand the who, what, where, when, why, and how of that element or team mission. Tab A covers the mission and composition of each element or team. (Refer to Annex X, Execution Checklist for timing and phasing of displacement.)
4. Administration and Logistics. Personnel to elements and teams will be assigned by name. Staff Sections, HQBn, and MSC's will ensure that their personnel are aware of assignments.
5. Command and Signal.
  - a. Command. Refer to basic plan.

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b. Signal. OIC's will ensure that proper accountability is maintained and that required reporting is completed upon departure, en-route as directed, and arrival.

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J. J. Kinnerup  
Colonel, USMC  
Chief of Staff

TABS:

A - Element and Team Mission and Composition

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TAB A TO APPENDIX 1 ANNEX A TO FORCE ORDER 3440.1F

(EVACUATION/COOP) (U)

ELEMENT AND TEAM MISSION AND COMPOSITION (U)

1. The following exhibits provide the mission and composition, by billet and name, for each team and element.

- 1 - Tier I
- 2 - Tier II
- 3 - Remain Behind MARFORRES Detachment
- 4 - Damage Control Team
- 5 - Equipment Recovery Team



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1. TIER I – At landfall-72 hours, Tier I personnel will move to the AH IOT establish functionality of AH, provide ability to continue mission essential functions, and assume command and control during the evacuation. Tier I consists of the following:

BILLET	L NAME	RANK
COS	KINNERUP	COL
CMD ADMIN CHIEF	LUCAS	GYSGT
CMD ADMIN CLERK	DONJUAN	SGT
CMD ADMIN CLERK	PIROLO	LCPL
AC/S G-1	PETERSON	COL
G-1 CHIEF	CLAIBORNE	MGYSGT
G-1 ADJ/CACO	SKRYD	CAPT
G-1 ISC/MORNING RPT	MUNOZ	SSGT
G-1 CIV LIASON	YOUNG	GS-9
G-1 NAVY PERS REP	LAYNE	LT (NAVY)
G-1 IPAC ORDERS	BARNETT	LCPL
G-1 IPAC PERSO	WILKINS	CWO2
G-1 IPAC UD	PAPIS	SSGT
G-1 IPAC ORDERS/UD	VERRETTE	CPL
AC/S G-2	MULL	LTCOL
AC/S G-3/5	PRATT	COL
G-3/5 ADMIN CHIEF	TBD	TBD
AC/S G-4 DEPUTY	LUNCH	GS-14
G-4 OPERATIONS OFF	ORMEROD	LTCOL
G-4 LOGISTICS CHIEF	BROWN	MGYSGT
AC/S G-6	ZABOROWSKI	COL
G-6 COMM CHIEF	HALL	MGYSGT
G-6 NETWORK OPS (ALB)	HADDEN	SGT
G-6 NETWORK OPS (DFW)	JONES	GYSGT
G-6 NETWORK OPS (DFW)	WANAMAKER	SGT
G-6 NETWORK OPS (DFW)	ORTIZ	LCPL
G-6 NETWORK OPS (DFW)	RODRIGUEZ	SSGT
G-6 NETWORK OPS (DFW)	POLLEY	SGT
G-6 HQ	FANGUE	LCPL
G-6 NETWORK OPS (KC)	SPEEGLE	LTCOL
G-6 NETWORK OPS (KC)	WRONKOWSKI	MAJ
G-6 NETWORK OPS (KC)	ROY	GYSGT
G-6 NETWORK OPS (KC)	MILLER	GS-11
G-6 NETWORK OPS (KC)	PACHECO	CPL
G-6 NETWORK OPS (KC)	DUBEAU	CPL
G-6 NETWORK OPS (KC)	ALFORD	CPL
G-6 NETWORK OPS (KC)	JONES	SSGT

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G-6 NETWORK OPS (KC)	STRAUER	CPL
G-6 NETWORK OPS (KC)	LEWIS	SSGT
G-6 NETWORK OPS (KC)	BAUMAN	CPL
G-6 NETWORK OPS (KC)	BELT	CPL
G-6 HQ (KC)	TORRES	LCPL
G-6 NETWORK OPS (KC)	CRITTENDEN	SGT
G-6 NETWORK OPS (KC)	CROGHAN	SSGT
AC/S G-7	ELLINGSON	COL
AC/S G-8	JAGUSCH	COL
COMPTROLLER	HOGBERG	LTCOL
SJA	SESSOMS	COL
SJA LEGAL CHIEF	GOSS	MSGT
FACILITIES	DUMAS	COL
PAO	LOGAN	MAJ
PAO	THOMAS	SGT
MFN COS	NEELY	COL
AC/S G-3 MFN	FLETCHER	COL
MFN G-3	EBEL	LTCOL
MFN G-3	SELDON	LTCOL
MFN G-3	COUGHLIN	MAJ
MFN G-3	SAUNDERS	GYSGT
MFN G-3	MEYNIER	CTR
MFN G-3	PARKINSON	SGT
MCCS	GUZMAN	MSGT
CAMP COMMANDANT HQBN	RIDDLE	MAJ
S-1	ORMOND	GYSGT
S-3	SCHUMACHER	MAJ
S-4	MOORE	CAPT

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2. TIER II – Tier II personnel will continue mission essential functions from New Orleans while Tier I displaces and establishes C2 at the AH. Tier II consists of the following:

<b>BILLET</b>	<b>L NAME</b>	<b>RANK</b>
COMMANDER	BERGMAN	LTGEN
EXECUTIVE DIRECTOR	BRAITHWAITE	SES-1
FORCE SGTMAJ	CUMMINGS	SGTMAJ
COMMAND MC	WRIGHT	HMCM
AIDE-DE-CAMP	BROWN	MAJ
CMD OFFICER	STEINHILBER	MAJ
DRIVER	GOLIDAY	CPL
PROTOCOL	BOYD	MS.
ENLISTED AIDE	HUNTER	SSGT
STAFF SECRETARY	HUNT	MAJ
STAFF SECRETARY	LAMBERT	CPL
STAFF SECRETARY	VASQUEZ	LCPL
STAFF SECRETARY	WHITTINGTON	GS-11
COUNSEL	NAGLE	GS-15
COUNSEL	TAYLOR	GS-13
MARFORRES SECURITY	COCHRAN	GS-12
MARFORRES SECURITY	WASHINGTON	MR.
MARFORRES SECURITY	BICKHAM	SGT
MARFORRES SECURITY	PIERREPAUL	SGT
AC/S G-1 DEPUTY	BUTCHER	GS-14
AC/S G-2 DEPUTY	HORMBERG	MAJ
G-2 MFN	TRIPPODO	SFC
MFN STAFF SECTRETARY	RANKIN	CAPT
MFN OPERATIONS OFFICER	ROBERT	LTCOL
MFN ACTION OFFICER	REESING	MAJ
MFN ACTION OFFICER	RITCHIE	MAJ
MFN ACTION OFFICER	COOK	MAJ
MFN	JOHNSON	CPL
MFN	WIDMAYER	CPL
MFN ADMIN CHIEF	MOORE	SSGT
MFN OPS CLERK	HALEY	SGT
AC/S G-4	KIRKPATRICK	COL
AC/S G-6 DEPUTY	BRANCO	GS-14
AC/S G-7 DEPUTY	POMEROY	GS-14
AC/S G-8 DEPUTY	MCGUINESS	GS-14
SJA	DUNN	MAJ
FACILITIES	DAVIS	LTCOL
COMPTROLLER	STEGALL	GS-14
MCCS	DEWITT	CPL
PAO	FOUCHA	GS-13
PAO	MCPEAK	GYSGT

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3. REMAIN BEHIND MARFORRES DETACHMENT-

a. Upon receipt of the evacuation order, the RBM Det will muster in the Force Conference Room, 4<sup>th</sup> Deck, Bldg 601. The RBM Det will accomplish the following missions:

- 1.) Assist Tier II in command and control of the evacuation until the AH is established and functional.
- 2.) Provide Security for Bldg. 601.
- 3.) Provide Security for Bldg. 10 and Quarters A, NSA, West Bank.
- 4.) Provide ongoing assessments and recommendations during Phase II and Phase III if executed. Phase II assessments will determine execution of Phase III or Phase IV and recommend the timeline and plan for a return to NOLA during Phase III.
- 5.) Continue to perform duties of the MFR Command Center as required.
- 6.) BPT act as LNO's for MARFORNORTH during potential HA/DR missions in the New Orleans area.
- 7.) Establish the Return Movement Control Center.

b. Composition of the RBM is as follows:

BILLET	L NAME	RANK
OIC	BAXTER	COL
G-3/5 (Asst OIC/SWO)	BATEMAN	LTCOL
MFR CDO	TBD	TBD
MFR CSDO	TBD	TBD
MFR DNCO	TBD	TBD
G-2	MCDANIEL	GYSGT
G-2	TERRY	CPL
G-2	O'CONNOR	PFC
G-4	BERRY	CPL
G-4 (MEDICAL/IDC)	SAUCEDA	HM1
G-6 OPS	HIMEL	SGT
G-6 NETWORK OPS	HELLER	LCPL
G-6 NETWORK OPS	BROCKINGTON	SSGT
G-6 R&R	ROMANELLI	CPL
SUPPLY	MERRILL	GYSGT
FORK LIFT OPERATOR	ANCAR	SGT

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4. DAMAGE CONTROL TEAM – Upon receipt of the evacuation order, the DCT will report to the RBM OIC in Bldg 601. The DCT will work pre and post event actions IOT prepare and minimize damage to Bldg 601 and MFR spaces on the NSA, East and West Bank as needed. The DCT will remain in NOLA until mission completion. Composition of the RBM is as follows:

BILLET	L NAME	RANK
FACILITIES SNCOIC	DAVIS	MSGT
G-1	LOPEZ	PFC
G-3/5	COLLINS	CPL
G-4	CRAFT	SGT
PAO	LOPEZ	LCPL
SJA	WALDROP	LCPL
Comptroller	CUMMINGS	PVT
4 <sup>th</sup> MARDIV	THIBODEAU	CPL
4 <sup>TH</sup> MAW	LOUIS	SGT
4 <sup>TH</sup> MLG	ALBRECHT	SGT

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5. EQUIPMENT RECOVERY TEAM – Upon receipt of the evacuation order, the ERT will evacuate to their assigned AH. On order, during Phase III, the ERT will return to New Orleans IOT embark all mission essential equipment necessary to function at the AH. Anticipate this mission lasting 48-72 hours. The ERT will accompany all gear to the AH. Security Managers will ensure that ERT members will have appropriate security clearance and courier cards necessary to perform function. Composition of the ERT is as follows:

<b>BILLET</b>	<b>L NAME</b>	<b>RANK</b>
G-4 SNCOIC	ELLIOT	GYSGT
COMMAND DECK	LUCAS	GYSGT
G-3/5	AKERMAN	SGT
G-3 MFN	PARKINSON	SGT
G-1	LUCAS	SGT
G-1	GARROW	CPL
G-1	EMMONS	LCPL
G-7	HAGAN	GYSGT
G-8	STEIN	MAJ
FACILITIES/SAFETY	ZAHNEN	SGT
PAO	LOPEZ	LCPL
4 <sup>TH</sup> MARDIV	JARUSOOK	SGT
4 <sup>TH</sup> MARDIV	VANDERMOLEN	LCPL
4 <sup>TH</sup> MAW	LUCAS	SGT
4 <sup>TH</sup> MAW	PAMOLERAS	CWO3
4 <sup>TH</sup> MAW	SMITH	SGT
4 <sup>TH</sup> MAW	STEWART	CPL
4 <sup>TH</sup> MLG	DESTEFANO	LCPL
4 <sup>TH</sup> MLG	RAY	LCPL
COMPTROLLER	MACKINNON	CPL
RCO	AUSTIN	MSGT
MCCS	KING	LCPL
HQBN	MCBRIDE	MSGT
HQBN	WHITTINGTON	CPL (FORKLIFT)

ANNEX B (INTELLIGENCE & INFORMATION) TO MARFORRES OPERATION  
ORDER 3440.1F (U) (EVACUATION/CONTINUITY OF OPERATIONS PLAN)

1. MISSION AND CONCEPT OF INTELLIGENCE OPERATIONS

a. Mission

On Order MFR G-2 provides an Analysis Cell, 1 Officer/SNCO and 2 Marines in order to augment the remain behind MFR Command Center and will be responsible for data/information collection as to the status of the city, pre and post-event. This cell will coordinate with Local Civil and Military Authorities and attend as able, the city Emergency Operations Center (EOC) meetings providing information to enhance COMMARFORRES situational awareness as to the condition of city utilities, traffic ability, medical conditions, and the overall condition of the city and surrounding parishes.

b. Concept of Operations

(1) MFR G-2 will coordinate with City, State and Federal agencies to provide information to COMMARFORRES and staff necessary to plan and execute the current evacuation/Continuity Of Operations Plan (COOP). This will be conducted in five (5) Phases

(2) MFR G-2 concurrently establishes an alternate COOP site at designated area

Phase 1 Preparatory Phase

1. Upon the onset of hurricane season, MFR G-2 will monitor and when necessary, coordinate with G-3 to brief any potential destructive weather patterns that may affect the New Orleans area that could lead to an evacuation. The primary source for collecting this information will be the National Oceanic & Atmospheric Administration. Upon determining a potential threat, the G-2 will provide daily updates in tracking destructive weather.
2. MFR G-2 will provide current MC&G products in support of operational planning.

3. MFR G-2, at the onset of hurricane season, will establish liaison with proposed city Emergency Operations Center personnel and maintain communication with all applicable agencies.

Phase 2 Evacuation Phase Landfall -96 to landfall -12

1. When directed by COMMARFORRES, MFR personnel evacuate the Headquarters and MFR G-2 Analysis cell begins 24 hour operations in coordination with the MFR command center.
2. Assigned personnel will evacuate to designated COOP site in accordance with OPORD.

Phase 3 COOP/Assessment Phase (Landfall to Landfall +48)

Following landfall COMMARFORRES directs execution of COOP.

1. MFR G-2 analysis cell conducts assessment to determine COA's for redeployment or execution of COOP.
2. Evacuated G-2 personnel on order, report to designated COOP Site, supports analysis cell with reachback, and assist in the preparation of briefings to COMMARFORRES and Staff.

Phase 4 Reconstitution Phase

COMMARFORRES directs phased return to NOLA. MFR G-2 remains in contact with RBE and Analysis Cell IOT report information concerning status of utilities, roads, and other related infrastructure.

C. Intelligence/Information support available.

The following agencies will be the primary sources for information:

Marine Corps Intelligence Activity (MCIA)

NOAA

Northern Command (NORTHCOM)

New Orleans EOC to include all local, state, and federal response teams.

2. SITUATION

- a. Characteristics of AO weather and terrain

NOLA egress routes. Hurricane XX is currently located at Lat /Long, approx xx miles from the mouth of the river moving (direction) at xx MPH. There is/is not significant weather impacting evacuation routes.



b. Summary of Local Situation

Orleans Parish has ordered an evacuation (will order voluntary evac effective date/time), Jefferson has ordered an evacuation (will order voluntary evac effective date/time), Plaquemines has ordered an evacuation (will order voluntary evac effective date/time), St. Tammany has ordered an evacuation (will order voluntary evac effective date/time), NSA has informed residents that they must evacuate NLT xxx.

c. Estimate of Local Situation

3. INTELLIGENCE AND INFORMATION ACTIVITY

MFR G-2 and the Analysis Cell use all sources to gather information, verify the accuracy of information and disseminate it to the Commander MFR and his Staff.

4. ASSIGNMENT/COORDINATION OF INTELLIGENCE AND INFORMATION TASK

- a. Military Commands (NorthCom, MCIA, LA. Nat Guard)
- b. Law Enforcement (St Police, Local Police, EOC's)
- c. MFR command center
- d. Coordinating Instructions.: Coordination through agencies will be directed by MFR G-2

5. MISCELLANEOUS INSTRUCTIONS

None

  
H. E. MULL JR.

APPENDIXES:

- 1 -Appendix (1) Evacuation Routes and trafficability
- 2 -Appendix (2) Designated safe harbor sites and emergency contacts
- 3 -Appendix (3) MC&G

## Appendix 1 Evacuation Routes

Evacuation routes are in accordance with published state evacuation routes

- <http://www.ohsep.louisiana.gov/evacinfo/stateevacrtes.htm>
- There are 6 Primary routes out of NOLA
- All I-10 based
- I-10 East to I-12W/I-59N interchange
- I-10 West to I-55N interchange

### WestBank Options

- Hwy 90 E to Crescent City Connection to I-10 East or West
- Hwy 90 W to Huey P. Long Bridge to I-10 West
- Hwy 90 W to I-310 to I-10 W
- Hwy 90 W to I-10/I-49 interchange (in Lafayette, La.)

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Appendix 2 Emergency Shelter Information Points and Contact numbers

Evacuation Area of the State	Information Point Location	Address
Re-entry from Mississippi on US 65 and US 84	1 Tourist Welcome Center	US 65 & 841401 Carter St. (US 84)Vidalia, LA
Re-entry from Mississippi on I-20	2 Tourist Welcome Center	836 I-20 West Tallulah, LA
From the Southeast area on LA 1	3 Paragon Casino	711 Paragon Place Marksville, LA
From the Southeast/Central areas on I-49	4 Sammy's Truck Stop	I-49, Exit 53 3601 LA 115 W Bunkie, LA
From the Southeast/Central areas on US 71	5 Med Express Office	7525 US 71 Alexandria, LA
From the Southeast/Southwest/Central areas on US 171 and I-49	6 P. E. Gym, LSU-Shreveport	One University Place Shreveport, LA
From the Southwest area on US 171	7 Pickering High School	180 Lebleu Rd Leesville, LA
From the Southwest/Central areas on US 165+	8 Mowad Civic Center	5th Ave and 10th St 1 Blk off US 165 Oakdale, LA

American Red Cross

- 1-800-229-8191
- [www.preparelouisiana.redcross.org](http://www.preparelouisiana.redcross.org)

Louisiana Department of Transportation and Development

- (225) 379-1232
- [www.dotd.state.la.us](http://www.dotd.state.la.us)

Louisiana Office of Homeland Security and Emergency Prep

- 1-800-256-7036
- [www.ohsep.louisiana.gov](http://www.ohsep.louisiana.gov)

Louisiana State Police

- 1-800-469-4828 (road closure information hotline)
- 1-800-969-2059 or dial \*577 from cell phone
- [www.lsp.org](http://www.lsp.org)

Louisiana Department of Health and Hospitals

- [www.dhh.state.la.us](http://www.dhh.state.la.us)

Federal Emergency Management Agency

- [www.ready.gov](http://www.ready.gov)

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Appendix 3 MC&G

National Oceanic and Atmospheric Administration (NOAA) Charts

State Issued Hurricane Evacuation Maps

- Released 14 April anticipate delivery 1 May
- Can be found on [www.noaa.com](http://www.noaa.com)

USGS Maps of New Orleans and surrounding areas

- Provided by MFR G-2

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ANNEX C TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)

REFERENCES: None

1. General

- a. Purpose. This annex provides detailed guidance and information for the conduct of the MARFORRES Evacuation and Continuity of Operations Plan.
- b. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia, in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
- c. Area of Operations. Refer to basic plan.
- d. Situation. Refer to basic plan.

2. Concept of Operations. Refer to basic plan and Appendix 4 (Operations Overlay).

3. Conduct of Operations. The following provide detailed guidance during the conduct of the Evacuation and COOP:

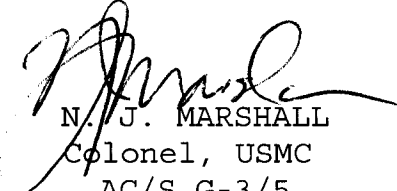
- a. Hurricane Conditions of Readiness and Storm Categories. Refer to Appendix 1 (HURRCOR/Categories).
- b. Storage and Safeguard of Classified Material. Refer to Appendix 2 (Classified Material Collection and Storage Matrix).
- c. Pre and Post Event Reporting Requirements. Refer to Appendix 3 (Reporting Requirements and Report Formats).
- d. Operations Overlay. Refer to Appendix 4 (Operations Overlay).

4. Operational Constraints. None.

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5. Command and Signal. Refer to basic order.

ACKNOWLEDGE RECEIPT



N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

APPENDIXES:

- 1 - Hurricane Conditions of Readiness and Storm Categories
- 2 - Classified Material Collection and Storage Matrix
- 3 - Reporting Requirements and Report Formats
- 4 - Operations Overlay

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APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F

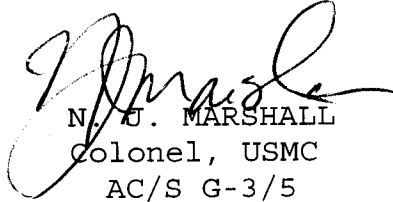
(EVACUATION/COOP) (U)

HURRICANE CONDITIONS OF READINESS AND STORM CATEGORIES (U)

REFERENCES: None

1. Purpose. To publish the criteria for each Hurricane condition of Readiness (HURRCOR), 5 through 1 and each Storm Category, 1 through 5.
2. HURRCOR. The information in Tab A shows the correlation between the HURRCOR and the time from forecasted landfall. HURRCOR changes will require different events or actions with each and have direct effect on the Phases of the Evacuation/COOP.
3. Storm Categories. The information in Tab B shows the Category of the storm based on the intensity, measured in wind speed, and the projected storm surge with each.

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N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

TABS:

- A - Hurricane Conditions of Readiness
- B - Storm Categories

TAB A TO APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
HURRICANE CONDITIONS OF READINESS (U)

**Hurricane Conditions of Readiness (HURRCOR) are separated into 5 categories. The conditions of readiness are listed below.**

I. **HURRCOR - 5.** The normal hurricane season is a 6-month period from 1 June to 30 November. This condition is primarily a reminder that the hurricane season is in effect.

II. **HURRCOR - 4.** A tropical disturbance (gale, storm, cyclone, or hurricane) has been identified with destructive winds forecast to reach this area within 72 hours.

III. **HURRCOR - 3.** Destructive winds are forecast to reach this area within 48 hours.

IV. **HURRCOR - 2.** Destructive winds are forecast to reach this area within 24 hours.

V. **HURRCOR - 1.** Destructive winds are imminent and are anticipated within 12 hours.

**HURRCOR may also be assigned one of two classifications based on the intensity of the storm. These classifications are "A" and "B" and are also explained below.**

I. **HURRCOR (4 through 1) A.** Used for a major hurricane with winds of 130 mph or higher (category 4 or 5).

II. **HURRCOR (4 through 1) B.** Used for less severe hurricanes and tropical storms. Evacuation is normally not anticipated with classification B.



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TAB B TO APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
STORM CATEGORIES (U)

**Hurricanes are separated into 5 categories. The categories and criteria are listed below.**

- I. **Category - 1.** Sustained winds of 75-95 MPH. Storm Surge expected to be 4-6 FT.
- II. **Category - 2.** Sustained winds of 96-110 MPH. Storm Surge expected to be 7-8 FT.
- III. **Category - 3.** Sustained winds of 111-130 MPH. Storm Surge expected to be 9-12 FT.
- IV. **Category - 4.** Sustained winds of 131-155 MPH. Storm Surge expected to be 13-18 FT.
- V. **Category - 5.** Sustained winds of 155+ MPH. Storm Surge expected to be 18+ FT.

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APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1F

(EVACUATION/COOP) (U)

STORAGE AND SAFEGUARD OF CLASSIFIED MATERIAL (U)

REFERENCES: SECNAVINST 5510.36

1. Situation. The evacuation of MARFORRES, due to Destructive Weather, requires the timely evacuation of the NSA, East Bank. Since it is not feasible to evacuate with all classified material, Security Managers must plan for and ensure that classified materials are properly safeguarded and secured prior to departure.

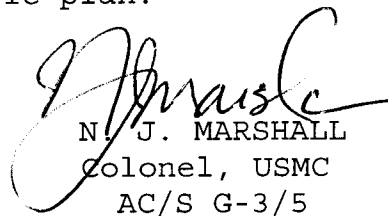
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.

3. Concept of Operations. Every Marine will act as a Security Manager and ensure that classified material is properly safeguarded and stored prior to evacuation. Assigned Security Managers will adhere to the matrix in Tab A prior to each evacuation in order to inspect and ensure that classified material in their section is properly safeguarded and stored and that the section is prepared for a prolonged evacuation.

4. Administration and Logistics. Security managers will ensure that the proper storage material is available and on hand and that all safes and locks are functional prior to the beginning of the Hurricane Season (1 Jun).

5. Command and Signal. Refer to basic plan.

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Colonel, USMC  
AC/S G-3/5

TABS:

A - Classified Material Collection and Storage Matrix

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TAB A TO APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1F

(EVACUATION/COOP) (U)

STORAGE AND SAFEGUARD OF CLASSIFIED MATERIAL MATRIX (U)

1. MARFORRES personnel and Security Managers will ensure the following matrix is followed during the Hurricane Season and prior to evacuation in order to store and safeguard all classified materials.

2. Questions/Concerns should be addressed to the MARFORRES Security Manager.

ACTION	TIME	REFERENCE	RESPONSIBLE OFFICER
Conduct Inventory of Classified Material	NLT 1 Jun, Appearance of storm	5510.36	Individual/Section Security Manager
Prep of Hand Carried Material	NLT 1 Jun, Setting of HURRCOR 4	5510.36	Individual/Section Security Manager
Prep of Shipped Material	NLT 1 Jun, Setting of HURRCOR 4	5510.36	Individual/Section Security Manager/TMO
Verify Courier Cards are issued to individuals that need to transport classified material	NLT 1 Jun, Appearance of storm	5510.36	Individual/Section Security Manager/MFR Security Manager
Ensure combinations to all vaults, safes, and spaces are to G-1	NLT 1 Jun, Appearance of storm	Force Order 3440.1F and 5510.36	Individual/Section Security Manager
Ensure combination to G-1, CMCC present in MFR COC	NLT 1 Jun, Setting of HURRCOR 4	Force Order 3440.1F and 5510.36	MFR Security Manager/CDO
Destroy un-needed classified material	NLT 1 Jun, Continuous	5510.36	Individual/Section Security Manager
Ensure 2 Party Destruction of classified material	As needed	5510.36	Individual/Section Security Manager
Ensure JPAS current and individuals authorized to view/handle classified material	NLT 1 Jun, Continuous	5510.36	Section Security Manager

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APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
REPORTING REQUIREMENTS AND REPORT FORMATS (U)

REFERENCES: NONE

1. Situation. The evacuation of MARFORRES, will require Marines to travel independently to evacuation locations and the AH. In previous evacuations, this has led to problems with accountability. The safety of MARFORRES personnel is the most important issue during the evacuation. Maintaining strict accountability is key to ensuring their safety. Reporting will begin at the individual level and work up the chain of command. It is imperative that higher, adjacent, and subordinate commands understand the situation and are kept informed through every step of our evacuation.

2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.

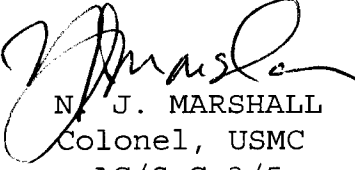
3. Concept of Operations. Every Marine and unit will conduct timely and accurate reporting throughout the evacuation in order to ensure strict accountability and keep higher, adjacent, and subordinate units informed of the situation. Staff Sections and MSC's will ensure adherence to the accountability procedures published in Annex E. Unit reporting requirements are covered in Tabs A and B of this Appendix.

4. Administration and Logistics. Refer to the basic plan and Annexes E and K.

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5. Command and Signal. Refer to basic plan.

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Colonel, USMC  
AC/S G-3/5

TABS:

A - Reporting Matrix

B - Report Formats

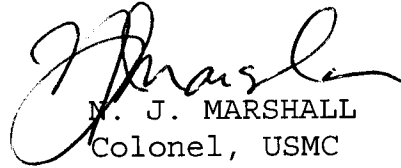
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TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
REPORTING MATRIX (U)

1. Purpose. Exhibits 1 and 2 are the reporting requirements at the individual and unit level. The matrices are provided to assist in execution and accountability during the Evacuation/COOP plan.

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EXHIBITS:

- 1 - Reporting Matrix
- 2 - Report Formats

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EXHIBIT 1 TO TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER  
3440.1F (EVACUATION/COOP) (U)  
 REPORTING MATRIX (U)

1. The following event matrix detail the individual's reporting responsibilities during the execution of the Evacuation/COOP plan.

INDIVIDUAL RESPONSIBILITIES

EVENT/ACTION	PHASE OR TIME	REPORTS TO	SYSTEM
Evacuation Intentions (Location & Contact Info)	HURRCOR 5	Section/SNCOIC	Verbal/Phone
Acknowledges receipt of Evac Order	HURRCOR 4 (60 HOURS OUT)	Section/SNCOIC	Verbal/Phone
Arrival at initial evac location	Upon Arrival	Section/SNCOIC	Phone - Primary E-mail - Alt
Daily report	As directed	Section/SNCOIC	Phone - Primary E-mail - Alt
Acknowledges receipt of order directing individual to AH or return to NOLA	Phase III and Phase IV	Section/SNCOIC	Phone - Primary E-mail - Alt
Arrival at AH or NOLA	Phase III and Phase IV	Section/SNCOIC	Phone - Primary E-mail - Alt

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EXHIBIT 2 TO TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER  
3440.1F (EVACUATION/COOP) (U)  
REPORTING MATRIX (U)

1. The following event matrices detail unit reporting responsibilities during the execution of the Evacuation/COOP plan.

**MARFORRES/HQBN REPORTING MATRIX**

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
CMFR Sets HURRCOR 5 (Remains in 5 throughout Hurricane Season)	1 June	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 4 (Evacuation Intentions)	72 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR G-3 Reports evac intentions of MFR Air Assets	Upon receipt of 4 <sup>th</sup> MAW report	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR (Fwd) reports AH occupied	HURRCOR 4	HQMC, Adj MARFORs, and MSC's Navy EOC	DMS/E-mail (NIPR/SIPR)/Phone
CMFR issues evac order	60 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 3 (Evacuation Intentions)	48 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR AH assumes Command and Control of evacuation	HURRCOR 3	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 2 (Evacuation Intentions)	24 Hours out	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 1 (Evacuation Intentions)	12 Hours out	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR intentions to COOP or return to NOLA	Landfall +24 hours	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Order to return to NOLA	Phase IV On order	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2



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**4<sup>th</sup> MARDIV, 4<sup>TH</sup> MAW, 4<sup>TH</sup> MLG REPORTING MATRIX**

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
MSC confirms/sets HURRCOR 5	1 June	MFR G-3/Sub units	DMS/E-mail
MSC confirms/sets HURRCOR 4	72 Hours out	MFR G-3/Sub units	E-mail
4 <sup>th</sup> MAW Reports evac intentions of MFR Air Assets	Upon evac of assets	MFR G-3	E-mail - Primary Voice - Alt
MSC issues evac order	60 hours out	Sub units	E-mail - Primary Voice - Alt
MSC AH functional	Upon completion	MFR G-3	DMS/E-mail/Phone
MSC confirms/sets HURRCOR 3	48 Hours out	Sub units	E-mail
MSC confirms/sets HURRCOR 2	24 Hours out	Sub units	E-mail
MSC confirms/sets HURRCOR 1	12 Hours out	Sub units	E-mail
MSC initial accountability and damage report of I&I locations	Landfall + 24 hours	MFR G-3/G-1	E-mail - Primary Voice - Alt
MSC Accountability Report	Every 24 Hours until 100% accountability of I&I/SMCR Marines	MFR G-3/G-1	E-mail - Primary Voice - Alt
MSC intentions to COOP or return to NOLA	Landfall +24 hours	MFR G-3/Sub units	E-mail - Primary Voice - Alt
MSC confirms/issues order to return to NOLA	Phase IV On order	MFR G-3/Sub units	E-mail - Primary Voice - Alt

**I&I/SMCR REPORTING MATRIX**

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
Confirms/Sets HURRCOR 5	Phase I 1 June	MSC G-3 via Chain of Cmnd	E-mail Voice
Confirms/Sets HURRCOR 4 (Evacuation Intentions)	Phase I/II	MFR G-3 via Chain of Cmnd	E-mail - Primary Phone - Alt
Evacuation intentions of Air Assets or other Critical Items	Phase II	MFR G-3 via Chain of Cmnd	E-mail - Primary Phone - Alt
Initial accountability/damage report	Landfall +24 hours	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt
Accountability Report	Every 24 hours until 100% accountability of SMCR Marines	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt
Reoccupation of I&I Site	I&I Determination	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt

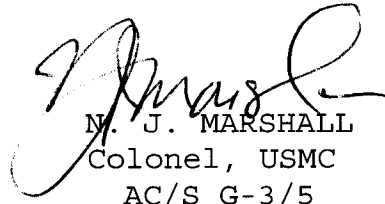
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TAB B TO APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
REPORT FORMATS

1. Purpose. Exhibits 1 and 2 are formats to be used to standardize reporting. The formats will be used as dictated by the Reporting Matrices.

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AC/S G-3/5

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EXHIBIT 1 TO TAB B TO APPENDIX 3 TO ANNEX C TO FORCE ORDER  
3440.1F (EVACUATION/COOP) (U)  
REPORT FORMATS (U)

1. The following is to be used by MARFORRES/MSC throughout the execution of the Evacuation/COOP plan. Refer to Reporting Matrix to determine sending occasions.

XXXXXXZ XXX 06 R UNCLAS ou:COMMARFORRES CMD CTR(uc)

TO COMMARFORRES(uc)  
COMMARFORRES G1(uc)  
COMMARFORRES G2(uc)  
COMMARFORRES G4(uc)  
COMMARFORRES G5(uc)  
COMMARFORRES G6(uc)  
COMMARFORRES G7(uc)  
HQBN MARFORRES(uc)  
COMMARFORRES SJA(uc)  
COMMARFORRES PAO(uc)  
COMMARFORRES CONTRAC(uc)  
COMMARFORRES CMD CTR(uc)  
CG 4TH MAR DIV(uc)  
CG 4TH MAR DIV G1(uc)  
CG 4TH MAR DIV G3(uc)  
CG 4TH MAW(uc)  
CG 4TH MAW G1(uc)  
CG 4TH MAW G3(uc)  
CG 4TH FSSG(uc)  
CG 4TH FSSG G1(uc)  
CG 4TH FSSG G3(uc)  
CG MARCORMOBCOM KANSAS CITY MO(uc)  
MAG 42 DET C(uc)  
CC CMC WASHINGTON DC(uc)  
CMC WASHINGTON DC PPO(uc)  
CMC WASHINGTON DC PPO PS(uc)  
CMC WASHINGTON DC PPO POC(uc)  
CMC WASHINGTON DC MRA(uc)  
CMC WASHINGTON DC MRA RA(uc)  
COMMARFORCOM(uc)  
COMMARFORCOM G-1(uc)  
COMMARFORCOM G3-5-7(uc)  
MAG 42(uc)  
14TH MAR(uc)  
AL 13775(uc)

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TO COMMARFORRES//G1/G2/G4/G5/G6/G7/HQBN/SJA/COMPT/PAO/HSS/FAC/CONT//  
CG FOURTH MARDIV/G1/G3/  
CG FOURTH MAW//G1/G3//  
CG FOURTH MLG//G1/G3//  
CG MOBCOM KANSAS CITY MO//  
FOURTEENTH MAR  
MARCORLOGCOM ALBANY GA  
HQ SVC BN 4TH FSSG  
MAG FOUR TWO  
INFO CMC WASHINGTON DC//PP&O/M&RA/POC/POS/RA//  
COMMARFORCOM//G1/G3//  
COMMARFORPAC//G1/G3//  
COMMARFORSOUTH//G1/G3//  
COMMARFOREUR//G1/G3//  
COMMARCENT//G1/G3//  
ALL MARFORRES  
BT  
UNCLAS //N03400//  
SUBJ//SET DESTRUCTIVE WEATHER CONDITION OF READINESS ONE (COR 4/3/2/1) IN  
RESPONSE TO HURRICANE XXXXXXX//  
POC/MAJ KIELY/MFR G3/TEL: 504-678-8089//COC/TEL: 504-678-8701/8672//  
REF/A/COMMARFORRES/FO 3440.1F//  
AMPN/REF A IS MARFORRES LOCAL DESTRUCTIVE WEATHER EVACUATION/COOP PLAN//  
RMKS/1. HURRICANE XXXXXX IS PROJECTED TO POTENTIALLY THREATEN THE NOLA  
AREA WITHIN THE NEXT 72/48/24/12 HOURS.  
2. IF IT STAYS ON ITS CURRENT PROJECTED PATH, IT COULD POTENTIALLY ARRIVE IN  
THE NOLA AREA BY (DAY), XX SEP.  
3. THE FOLLOWING MFR ACTIONS WILL COMMENCE IMMEDIATELY UPON SETTING OF  
HURRCOR x. (PUBLISH INTENTIONS LAUNCHING TIER I, EVACUATING ETC)  
4. ALL MFR UNITS AND STAFFS IN THE NOLA AREA ARE ORDERED TO SET COR 4,3,2,1 AND  
ENSURE COMPLIANCE WITH REF A. NOTIFY THE MFR G-3 AND MFR CDO VIA CHAIN OF  
COMMAND AS ACTIONS APPROPRIATE TO COR ARE COMPLETED.  
5. MOBCOM, 14TH MARINE REGIMENT, MARINE CORPS LOGISTICS BASE, ALBANY, GA,  
HQ SVC BN 4TH MLG, AND I&I STAFFS WITHIN THE AFFECTED AREA PREPARE TO  
RECEIVE/ASSIST MFR PERSONNEL IN THE EVENT OF AN EVACUATION AS DIRECTED IN  
REF A.  
BT

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2. The following SitRep is to be used by I&I Site Commanders. Refer to Reporting Matrix for Sending occasions. SitRep to be completed and forwarded to next highest unit. MSC's will update MFR as to situations with evacuated units.

1. DTG of Report
2. Current Situation
  - 2.A. Unit sending report
  - 2.B. Current Loc of unit
  - 2.C. Designated Evacuation Location
  - 2.D. Air Assets/Critical Items to Evac
  - 2.E. 24-Hour POC/Contact Number
3. Accountability
  - 3.A. Current number of I&I Marines/sailors accounted/unaccounted for
  - 3.B. Current number of SMCR Marines/sailors accounted/unaccounted for
  - 3.C. Actions to locate Marines/sailors unaccounted for
4. Damage Assessment (If available)
5. Commander's Comments

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ANNEX D TO MARFORRES OPERATION ORDER 3440.1F (U)  
LOGISTICS (U)

REFERENCES: (a) ForO 3440.1F

1. (U) Situation. This Annex assigns responsibilities and provides MARFORRES (MFR) logistics guidance in support of ref (a) and equipment accountability.

a. (U) Assumptions. Refer to Base Plan.

b. (U) Resource Availability. Refer to Base Plan.

2. (U) Mission. Provide timely and responsive logistic oversight to MARFORRES Command Element and MSCs in order to affect the evacuation of personnel and critical equipment while retaining our Title 10 mission capability in the event of a natural disaster or emergency.

3. (U) Execution

a. (U) Concept of Operations. The concept of logistics support for the Evac/COOP involves pre/post disaster event execution. More specifically, the planning and execution for the recovery of mission essential equipment from MARFORRES occupied buildings aboard NSA New Orleans. The following logistic actions must be accomplished during each of the (4) phases outlined in the basic order.

(1) (U) Phase I (Preparatory Phase)

(a) (U) NLT 15 May, annually, all Staff Sections/MSCs will identify and prepare an Equipment Density List (EDL) of all mission essential equipment needed to support the COOP evacuation plan. The EDL will be sent to MFR G-4 Traffic Management Office (TMO)/Strategic Mobility Office (SMO) for consolidation and determination of lift requirements to transport the mission essential equipment. During the hurricane season, Staff Sections/MSCs will re-validate their EDLs by the 1st of each month to ensure nothing has changed. (For the required format refer to Appendix 1 (Transportation and Embarkation) of this Annex.)

(b) (U) Each staff section/MSC is responsible for ensuring that they have the proper amount of embarkation boxes needed to support their mission essential equipment requirement. Each box must have the required standard packing list attached for accountability purposes. (For further clarification IRT embark preparations refer to Appendix 1 of this Annex).

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(c) (U) Once the evacuation warning order is given, each staff section/MSA is responsible for packing their designated embark boxes to the maximum extent possible.

(2) (U) Phase II (Evacuation Phase)

(a) (U) Transportation of Personnel (TOP). Primary means of movement for MFR personnel (mil/civ) and families during the evacuation phase is POV. All personnel without POVs or other means to evacuate will muster at Bldg 601 and Barracks 769. Transportation will be provided by HQBN to a predetermined evacuation site. HQBN/MSAs will provide strip maps of all primary and alternate routes out of the Greater New Orleans area to the Safe Havens/Alternate Headquarters (AH).

(b) (U) Transportation of Things (TOT)

1 (U) If mission essential equipment is needed during this phase, it is the responsibility of HQBN/MSAs to transport the equipment via POV or coordinate alternate transportation (e.g travel orders/rental vehicles) as available.

2 (U) Transportation of Classified or sensitive materials during this Phase is strictly prohibited.

(3) (U) Phase III (COOP Execution Phase)

(U) When the decision is made to establish an AH, the OIC of the Equipment Recovery Team (ERT) will coordinate with the MARFORRES CDO, TMO/SMO office and appropriate federal/civil agencies in order to develop a detailed plan of execution and to acquire appropriate lift for the recovery of mission essential equipment from the NSA in New Orleans, Building #601 (East Bank) and Building #10 (West Bank). The ERT OIC will initially utilize the consolidated EDLs for the recovery of mission essential equipment, but the packing list will become the source document for equipment accountability. (Packing list format in Appendix 1 of the Annex.) Instructions for the handling of classified materials are in Appendix 2, Annex C of the COOP Force Order.

(4) (U) Phase IV (Reconstitution Phase)

(a) (U) TOP: When the order is given to return to New Orleans, MFR personnel will utilize POVs as their means of transportation. If transportation was provided by HQBN to evacuate during Phase II,

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government transportation will be provided for the return trip to New Orleans as necessary.

(b) (U) TOT: If mission essential equipment has a requirement for TOT back to New Orleans, HQBN/MSCs need to identify their lift requirements to the TMO/SMO office for coordination and scheduling of the equipment movement. It is the responsibility of HQBN/MSCs to conduct a complete inventory and properly pack the items for shipment. HQBN/MSCs will provide personnel to oversee the loading and unloading of mission essential equipment.

b. (U) Task

(1) (U) Headquarters Battalion, MARFORRES

(a) (U) Provide an EDL of all HQBN mission essential gear needed to execute the COOP to MFR G-4 SMO NLT 15 May, annually.

(b) (U) Order, mark, store and maintain a sufficient amount of embark boxes in accordance with Appendix 1 of this Annex.

(c) (U) Identify requirements for embarkation assistance to MFR G-4 SMO.

(d) (U) Develop a plan to purchase all materials required to establish and operate at the AH.

(e) (U) BPT provide members to the ERT.

(f) (U) Provide appropriate government transportation for personnel, as required, from NSA New Orleans to the predetermined evacuation site during Phase II. During Phase III, if required, provide transportation for personnel to their appropriate AH. During Phase IV, provide appropriate government transportation back to NSA, New Orleans.

(g) (U) Provide transportation and security for all weapon systems at or aboard NSA, New Orleans.

(2) (U) MFR Staff Sections/4th MARDIV/4th MAW/4th MLG

(a) (U) Provide an EDL of all mission essential gear needed to execute the COOP to MFR G-4 SMO NLT 15 May, annually.

(b) (U) Order, mark, store and maintain a sufficient amount of embark boxes in accordance with Appendix 1 of this Annex.



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**MAY 18 2007**

ANNEX D to MARFORRES Operational Order 3440.1F(U)  
LOGISTICS (U)

REFERENCES: (a) ForO 3440.1F

1. (U) Situation. This Annex assigns responsibilities and provides MARFORRES (MFR) logistics guidance in support of the Continuity of Operations Plan (COOP) and equipment accountability.
  - a. (U) Assumptions. Refer to Base Plan.
  - b. (U) Resource Availability. Refer to Base Plan.
2. (U) Mission. Provide timely and responsive logistic oversight to MARFORRES Command Element and MSCs in order to affect the evacuation of personnel and critical equipment while retaining our Title 10 mission capability in the event of a natural disaster or emergency.
3. (U) Execution
  - a. (U) Concept of Operations. The concept of logistics support for the Evac/COOP involves pre/post disaster event execution. More specifically, the planning and execution for the recovery of mission essential equipment from MARFORRES occupied buildings aboard NSA New Orleans. The following logistic actions must be accomplished during each of the (4) phases outlined in the basic order.
    - (1) (U) Phase I (Preparatory Phase)
      - a) (U) NLT 15 May, annually, HQ Bn and each MSC will identify and prepare an Equipment Density List (EDL) of all mission essential equipment needed to support the COOP evacuation plan. Each EDL will be sent to the MFR G-4 SMO for consolidation, determination of lift requirements and transportation. During the hurricane season, HQ Bn and each MSC will re-validate their EDLs by the 1st of each month to ensure changes (if any) are incorporated into their EDL. (For the required format refer to Appendix 1 (Transportation and Embarkation) of this Annex.)
      - b) (U) HQ Bn and each MSC is responsible for ensuring that they have the proper amount of embarkation boxes needed to support their mission essential equipment requirements. Each box must have the required standard packing list attached for accountability purposes. (For further clarification IRT embark preparations refer to Appendix 1 of this Annex).

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c) (U) Once the evacuation warning order is given, HQ Bn and each MSC is responsible for packing their designated embark boxes to the maximum extent possible.

(2) (U) Phase II (Evacuation Phase)

a) (U) Transportation of Personnel (TOP).  
Primary means of movement for MFR personnel (mil/civ) and families during the evacuation phase is POV. All personnel without POVs or other means to evacuate will muster at Bldg 601 (NSA East Bank) or Barracks 769 (NSA West Bank). Transportation will be provided by HQ Bn to a predetermined evacuation site. HQ Bn and each MSC will provide strip maps of all primary and alternate routes out of the Greater New Orleans area to their respective Safe Havens/Alternate Headquarters (AH).

b) (U) Transportation of Things (TOT)

i) (U) If mission essential equipment is needed during this phase, it is the responsibility of HQ Bn and each MSC to transport the equipment via POV or to coordinate alternate transportation (e.g. travel orders/rental vehicles) as available.

ii) (U) Transportation of Classified or sensitive materials during this Phase is strictly prohibited.

(3) (U) Phase III (COOP Execution Phase)

a) (U) When the decision is made to establish an AH, the OIC of the Equipment Recovery Team (ERT) will coordinate with the MARFORRES CDO, TMO/SMO office and appropriate federal/civil agencies in order to develop a detailed plan of execution and to acquire appropriate lift for the recovery of mission essential equipment from the NSA in New Orleans, Building #601 (East Bank) and Building #10 (West Bank). The ERT OIC will initially utilize the consolidated EDLs for the recovery of mission essential equipment, but the packing list will become the source document for equipment accountability. (Packing list format in Appendix 1 of the Annex). Instructions for the handling of classified materials are in Appendix 2, Annex C of the COOP Force Order.

(4) (U) Phase IV (Reconstitution Phase)

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a) (U) TOP: When the order is given to return to New Orleans, MFR personnel will utilize POVs as their primary means of transportation. If transportation was provided by HQ Bn to evacuate during Phase II, government transportation will be provided for the return trip to New Orleans as necessary.

b) (U) TOT: If mission essential equipment has a requirement for TOT back to New Orleans, HQ Bn and each MSC will need to identify their lift requirements to the TMO/SMO office for coordination and scheduling of the equipment movement. It is the responsibility of HQ Bn and each MSC to conduct a complete inventory and properly pack the items for shipment. HQ Bn and each MSC will provide personnel to oversee the loading and unloading of mission essential equipment.

b. (U) Tasks

(1) (U) Headquarters Battalion, MARFORRES

a) (U) Annually, NLT 15 May, provide an EDL of MFR HQ Bn mission essential gear needed to execute the COOP to MFR G-4 SMO.

b) (U) Order, mark, store and maintain a sufficient amount of embark boxes in accordance with Appendix 1 of this Annex.

c) (U) Identify requirements for embarkation assistance to MFR G-4 SMO.

d) (U) Develop a plan to purchase all materials required to establish and operate at the AH.

e) (U) BPT provide members to the ERT.

f) (U) Provide appropriate government transportation for personnel, as required, from NSA New Orleans to the predetermined evacuation site during Phase II. During Phase III, if required, provide transportation for personnel to their appropriate AH. During Phase IV, provide appropriate government transportation back to NSA, New Orleans.

g) (U) Provide transportation and security for all weapon systems at or aboard NSA, New Orleans.

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(2) (U) 4th MARDIV/4th MAW/4th MLG

- a) (U) Annually, NLT 15 May, provide an EDL of all mission essential gear needed to execute the COOP to MFR G-4 SMO.
- b) (U) Order, mark, store and maintain a sufficient amount of embark boxes in accordance with Appendix 1 of this Annex.
- c) (U) Identify embarkation assistance requirements to MFR G-4 SMO.
- d) (U) BPT purchase all materials required to establish and operate at the AH.
- e) (U) BPT provide members to the ERT.

4. (U) Administration and Logistics

a. (U) Logistics

(1) (U) Transportation/Embarkation

(a) (U) Specified Guidance. Refer to Appendix 1 (Transpo/Embark).

(2) (U) Health Service Support

(a) (U) Specified Guidance. Refer to Appendix 2 (Health Services).

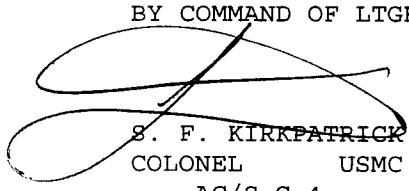
5. (U) Command and Signal

b. (U) Communications and Information Systems. Refer to Annex K (Communications)

APPENDIXES:

- 1 - Transportation/Embarkation
- 2 - Health Service Support

Original Signed by Assistant Chief of Staff G-4  
BY COMMAND OF LTGEN J. W. BERGMAN



S. F. KIRKPATRICK  
COLONEL USMC  
AC/S G-4

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APPENDIX 1 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)  
MARFORRES TRANSPORTATION/EMBARKATION OPERATIONS

1. (U) Purpose. The purpose of this appendix is to provide transportation and embarkation guidance necessary, in order to provide timely logistics support to MARFORRES in the execution of the EVAC/COOP Plan.

2. (U) Execution

a. (U) Concept of Operations. Refer to Annex D.

b. (U) Tasks

(1) (U) MARFORRES Headquarters Battalion

(a) (U) Create an COOP EDL for the Battalion HQ and General Staff Sections utilizing Microsoft Excel in the format provided (TAB A) to 'level-six' detail to include the full-hierarchy of associations, i.e. items to box, box to pal/quadcon. This EDL should include all mission essential equipment needed to execute the COOP and is due to the MFR SMO by 15 May of each year. Due to the nature of the plan, it is to be assumed that available lift will be extremely limited therefore you are directed to only include mission essential equipment on your EDL.

(b) (U) Order embark boxes in sufficient number to maximize the containerization of your EDL. Any item too large to be containerized will be identified in the remarks column of the EDL along with any special shipping instructions.

(c) (U) All embark boxes will be marked in accordance with TABS B and C.

(d) (U) Provide and store warehouse pallets and banding material for use by the ERT.

(e) (U) A packing list (TAB D) will be created for each box. Two copies will be affixed to the outside of the box, appropriately protected from weather. One copy will be placed inside the box and one copy will be retained by the owning unit.

(f) (U) Provide strip maps from the greater New Orleans Area, of main and alternate routes to safe havens, to all MFR Staff Sections.

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(g) (U) Provide government transportation to a designated safe haven for all MFR personnel, as required.

(2) (U) 4th MarDiv/4th MLG/4th MAW

(a) (U) Create an COOP EDL for your unit utilizing Microsoft Excel in the format provided (TAB A) to 'level-six' detail to include the full-hierarchy of associations, i.e. items to box, box to pal/quadcon. This EDL should include all mission essential equipment needed to execute the COOP and is due to the MFR SMO by 15 May of each year. Due to the nature of the plan, it is to be assumed that available lift will be extremely limited therefore you are directed to only include mission essential equipment on your EDL.

(b) (U) Order embark boxes in sufficient number to maximize the containerization of your EDL. Any item too large to be containerized will identified in the remarks column of the EDL along with any special shipping instructions.

(c) (U) All embark boxes will be marked in accordance with TABS B and C.

(d) (U) A packing list (TAB D) will be created for each box. Two copies will be affixed to the outside of the box, appropriately protected from weather. One copy will be placed inside the box and one copy will be retained by the owning unit.

(e) (U) Identify all personnel who will require government transportation to a safe haven to MARFORRES HQBN S-4 NLT 01 Jun of each year.

4. (U) Administration and Logistics

a. (U) Specific guidance for submitting Transportation of Things (TOT) and Transportation of Personnel (TOP) requests will be published via official message traffic, once the SMO has been established at their AH.

b. (U) Embark box requisition requiremnts should be coordinated through the MFR G-4 SMO IOT utilize their standing contract with ARBO.

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5. (U) Command and Signal

- a. (U) Communications and Information Systems. Refer to Annex K (Communications).

TABS:

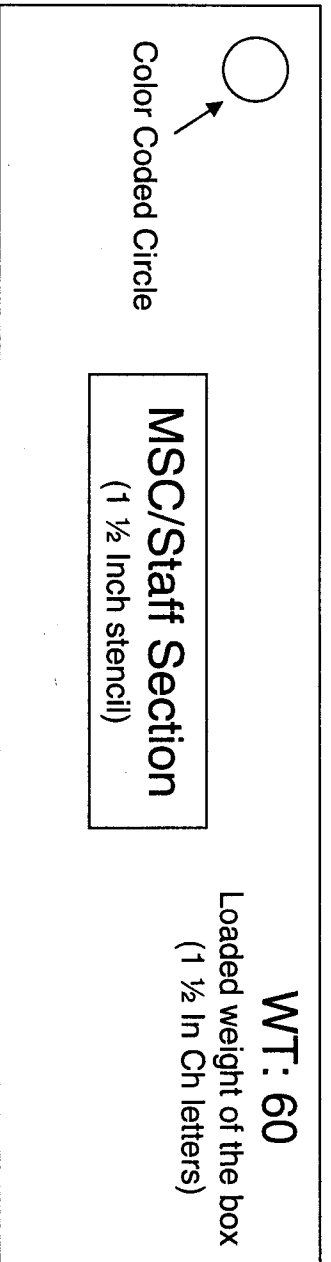
- A - Example EDL Format
- B - Example of Marking for Embark Boxes
- C - Location Color Scheme
- D - Example of a Packing List

## MFR Section/DIV/Wing/MLG

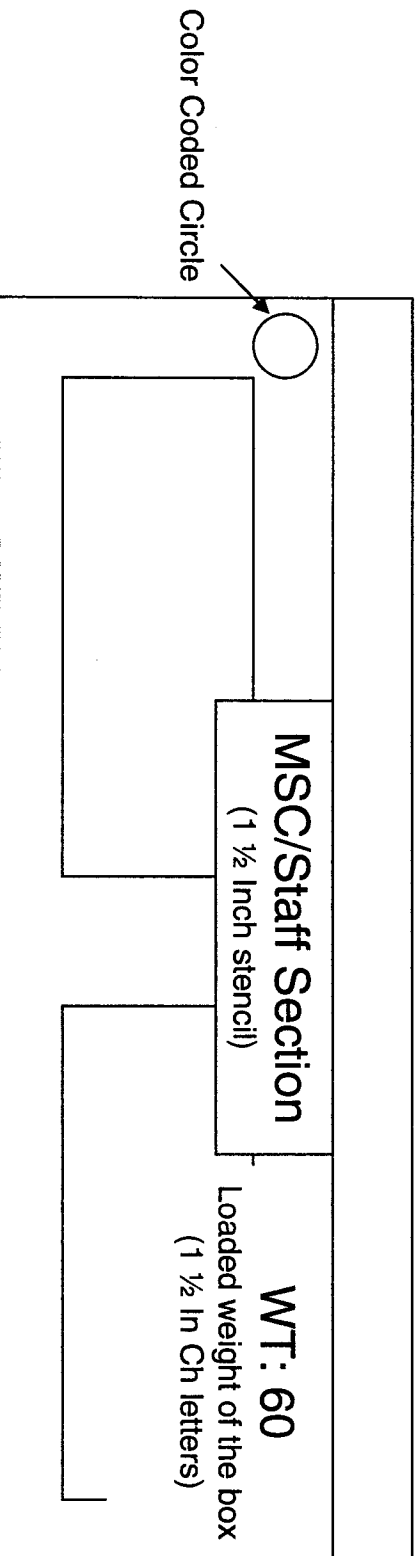
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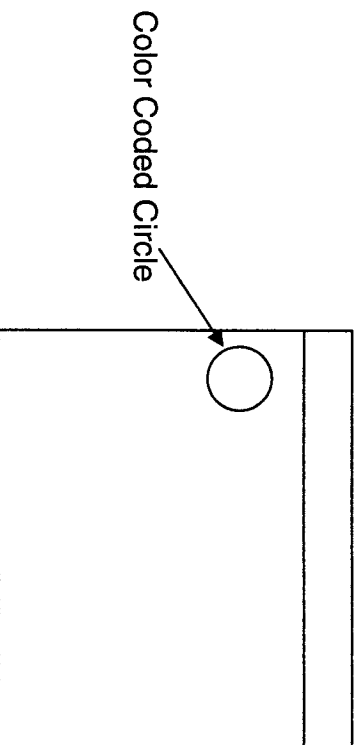
**TOP**



**Side**



**Bottom**



## Location Color Scheme

- 1) The following color scheme will be used in conjunction with the markings listed in TAB B to assist the ERT with identifying the destination of mission essential equipment needed to execute the COOP.
- 2) In addition to the marking of embarkation boxes each item will be marked with a sticker of the appropriate color. The sticker should be placed in plain view for ease of identification in the event that the power is out when the ERT is executing their mission.

### Colors by Location

Yellow - Dallas-Fort Worth, TX/ Grand Prairie, TX / Irvine, TX

Red - Kansas City, KS

Blue - Albany, GA / Marietta, GA/ Atlanta, GA

Packing List Box # 001

Unit/Section: MFR G-4 Supply

Destination: Albany, GA

POC Name/Phone#: I. M. Smith/ 504 678 0001

Contents:

Nomenclature	Serial #	Qty
CPU	SU 115304/ SU 115321	2
Monitor	11435/11223	2

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APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)  
MARFORRES HEALTH SERVICES OPERATIONS

1. (U) Purpose. To provide guidance to HQ Bn and the Major Subordinate Command (MSC) HSS Branches during the execution of the COOP, and oversee medical and dental readiness via Medical Readiness Reporting System (MRRS) and the Immunization Plan.

2. (U) Mission. To outline those tasks and responsibilities during an evacuation period in order to oversee the maintenance of medical and dental readiness while working in conjunction with Naval Ambulatory Care Clinic (NACC) personnel. The purpose is to provide Health Service Support (HSS), MSC HSS Branches and NACC personnel a standard reporting/tracking format in order to evacuate from Marine Forces Reserve (MFR), New Orleans.

3. (U) Execution

a. (U) Concept of Operations. The concept of medical and dental support for the Evac/COOP involves pre-disaster and post-disaster event execution. More specifically, the planning and execution for the update of medical information and also the immunization of military personnel assigned to HQ, MARFORRES and MSCs located aboard NSA New Orleans. The following actions must be accomplished during each of the four phases outlined in the basic order.

(1) (U) Phase I (Preparatory Phase)

a) (U) Ensure that all personal medical and dental readiness information entered into MRRS is up-to-date and accurate. This will be accomplished by MFR Base Medical Support Corpsman when available or the Health Service Support Personnel (G-4 HSS) if NACC has not converted to the Medical Readiness Reporting System.

b) (U) Prior to the start of the hurricane season (by 1 June), MFR HSS will coordinate with and support NACC for a command-wide SHOT-EX to bring all members current in the following immunizations: Hepatitis A, Tetanus, Typhoid, and PPD. MFR HSS will liaise with NACC Immunizations Department to order required vaccines for HQ Bn, MFR. The MSCs will coordinate their own vaccines.

c) (U) Validate and publish Military Treatment Facilities (MTF) locations which are enroute to the various safe havens.

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d) (U) Identify representatives to act as medical liaisons for Alternate Headquarters (AH) site Medical Treatment Facilities (MTF) for MFR: Ft. Worth, TX, and Albany, GA.

(2) (U) Phase II (Evacuation Phase)

a) (U) On behalf of HQ Bn, MFR and the MSCs, MFR HSS is responsible for identifying functioning MTFs through the NACC Emergency Operations Center (EOC).

b) (U) Provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials WRT affected area by contacting the NACC EOC at 1-866-639-0878.

(3) (U) Phase III (COOP Execution Phase)

a) (U) During the displaced period, MFR HSS and MSC HSS branches continue to be responsible for normal maintenance and oversight of MRRS database.

b) (U) MFR HSS will provide medical support for the Remain Behind MARFORRES Detachment (RBM Det).

c) (U) MFR HSS will continue to provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials WRT the affected area through the NACC EOC.

d) (U) MFR HSS will liaise with NACC EOC (NAS Belle Chasse) to recover HQ Bn, MFR and MSC health records which were secured for protection from the storm.

(4) (U) Phase IV (Reconstitution Phase)

a) (U) MFR HSS will continue to provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials WRT the affected area through the NACC EOC.

b) (U) Identify and assess health concerns (e.g. mold mitigation, special immunizations, etc.) for return to the New Orleans HQ.

c) (U) Identify and publish available MIL/CIV MTF capabilities in the affected area.

b. (U) Tasks

(1) (U) Headquarters Battalion, MARFORRES

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a) (U) Work in conjunction with MFR HSS to notify personnel requiring immunizations for annual SHOT-EX.

b) (U) BPT assist MFR HSS in accomplishing Post-Deployment Health Assessments.

(2) (U) MFR G-1 Medical Manpower Section. Submit monthly alpha rosters with personnel gains/losses to HSS for MRRS validation.

(3) (U) 4th MARDIV/4th MAW/4th MLG HSS Branches

a) (U) Identify representatives for respective AH site MTF.

b) (U) Conduct SHOT-EX for identified personnel requiring vaccinations.

c) (U) Ensure that MTF information is provided to all personnel within your MSC.

d) (U) Continue validation of MRRS for gains and losses and most up-to-date medical and dental readiness information.

e) (U) BPT assist MFR HSS in assessing health concerns for return to the New Orleans HQ.

f) (U) Conduct Post-deployment Health Assessment.

4. (U) Administration and Logistics

a. (U) Logistics

(1) (U) MTF Locations. Refer to TAB A for the list of MTF locations enroute to the various safe havens, and TAB B for the list of MTF locations at AH sites.

5. (U) Command and Signal. Refer to Annex K (Communications) for Communications and Information Systems.

TABS:

A - List of Medical Treatment Facilities (MTF) locations enroute to respective safe havens.

B - List of Medical Treatment Facilities (MTF) locations at respective Alternate Headquarters.

TAB 1 to APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)  
MARFORRES HEALTH SERVICES OPERATIONS

1. List of Medical Treatment Facilities (MTF) locations enroute to respective safe havens.

a) MTF enroute to Fort Worth, TX.

- (1) Barksdale AFB  
243 Curtis Road  
Barksdale, LA 71110  
Phone: 318-456-6555  
[www.barksdale.af.mil](http://www.barksdale.af.mil)
- (2) Fort Polk Army Base  
1583 Third Street  
Fort Polk, LA 71459  
Phone: 337-531-3118/800-752-4658  
[www.jrtc-polk.army.mil](http://www.jrtc-polk.army.mil)

b) MTF enroute to Albany, GA.

- (1) NAS Meridian  
1801 Fuller Street  
Meridian, MS 39309  
Phone: 601-679-2633  
[www.cnet.navy.mil/meridian/](http://www.cnet.navy.mil/meridian/)
- (2) Fort Rucker Army Base  
Andrews Avenue Bldg 301  
Fort Rucker, AL 36362  
Phone: 334-255-7000  
[www-rucker.army.mil/](http://www-rucker.army.mil/)
- (3) Fort Benning Army Base  
7950 Martin Loop  
Fort Benning, GA 31905  
Phone: 706-544-2273  
[www-benning.army.mil](http://www-benning.army.mil)

TAB 2 to APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)  
MARFORRES HEALTH SERVICES OPERATIONS

1. List of Medical Treatment Facilities (MTF) locations at respective Alternate Headquarters.

- a. MTF Fort Worth, TX.  
1711 Doolittle Ave.  
Ft. Worth, TX. 76127  
Phone: 817-782-5000  
<http://nasftw.cnrf.nola.navy.mil>
  
- b. MTF Albany MC Logistics Base  
814 Radford Blvd. Suite 20306  
Albany, GA. 31704-1128  
Phone: 229-639-5000  
[www.ala.usmc.mil/](http://www.ala.usmc.mil/)
  
- c. MTF MOBCOM  
Branch Dental Clinic  
15431 Andrews Rd.  
Kansas City, MO 64147  
Phone: 816-843-3670



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ANNEX E (Personnel) to FORCE ORDER 3440.1F; EVACUATION/CONTINUITY  
OF OPERATIONS PLAN (EVAC/COOP)

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this annex is to provide detailed guidance regarding personnel support to be provided in preparation for and in the event of a required evacuation from the New Orleans area.

c. Concept of Personnel Support. The general concept for personnel support is to ensure that the command plans for, and has made necessary arrangements for, support requirements which are levied upon evacuation from the home duty station.

2. PERSONNEL POLICIES AND PROCEDURES

a. MARFORRES Destructive Weather/Morning Report

(1) Each section will select a minimum of one (1) SNCO/Officer and two (2) clerks who will be responsible for populating, updating, and maintaining all respective section personnel accountability information contained in the MARFORRES Destructive Weather/Morning Report database.

(a) The database is accessible on-line at:  
<http://kcmaweb/MCRSC/>. Once at the aforementioned site, users must select the "MFR Morning Report" icon located on the top of the right-hand column.

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(b) Any questions on the database information requirements, database accessibility, ect, should be forwarded to the MARFORRES G-1, Adjutant's section.

(c) As personnel turnovers take place, it is imperative the MARFORRES Adjutant's section be made aware of those who have assumed section accountability responsibility. Sections are required to provide information on those assuming accountability responsibilities immediately upon their assignment.

(2) At a minimum, each section will review and update the required the personnel accountability information before the close of business each Friday throughout the year or last work day before an extended weekend.

(3) As additional information requirements are levied and incorporated into the database, appropriate section representatives will be notified and required to populate and maintain the data as quickly as feasibly possible.

b. Personnel Accountability Upon Evacuation

(1) Commencing the date an evacuation is ordered, accountability for HQBN and MSC personnel will be initially performed telephonically at NLT 0900 and 1700 CST each day.

(2) Each Section and MSC will contact the MARFORRES G-1 Muster Section at Marine Corps Mobilization Command at toll free (800)255-5082 ext-3395.

(3) Section reps will identify:

(a) Who they are

(b) What Section/MSD they are representing

(c) A functioning contact number for them

(4) Section representative will then provide numbers; 1) evacuated; 2) remaining in the New Orleans area; and 3) unaccounted for, broken down by each of the following categories:

(a) Service members, Branch (USMC, USN, USA, ect), and Component (AC/AR // Activated // ADSW (members on 31 or more days of ADSW and members on 30 days or less of ADSW) // SMCR/IMA) and respective dependents

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(b) Government Service (GS) employees and respective dependents

(c) Non-Appropriated Fund (NAF) Employees and respective dependents

(d) Contractors and respective dependents

(5) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for HQBN and MSC personnel will be transferred from the telephonic means depicted above to the aforementioned MARFORRES Destructive Weather/Morning Report database.

(a) On order, each section's morning report representative will be required to update their respective section's information in the database not later than 0730 every business day (Mon - Fri).

(b) As directed, section representatives may be required to perform daily personnel updates on weekends as well.

(c) As additional information requirements are established and implemented into the reporting database, reporting representatives will be made aware of the updates and will be expected to populate the additional fields within the designated time required.

c. Personnel Accountability Begin Upon Retrograde To New Orleans

(1) Upon the order to retrograde to the New Orleans area, personnel accountability will continue to be maintained using the Destructive Weather/Morning Report Database.

(2) Upon retrograde to New Orleans, and the return of stability of major muscle movements, the MARFORRES Chief of Staff will announce the return of accountability via the "Marine On-Line" (MOL) program.

(3) Once MOL resumes as the primary accountability tool, section representatives will recommence required weekly updates (NLT COB each Friday) of all section information contained in the Destructive Weather/Morning Report Database.

d. Orders Production

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(1) Overview. Depending on the length of the anticipated evacuation and the impact on the area, CMC (RFL) will direct orders to be produced via either Standard Accounting and Budget Reporting System (SABRS) or by production of letter-type Temporary Additional Duty Orders. Official Evacuation Orders will be issued per the Commander's Evacuation Order within the first 30-days of evacuation, or immediately upon return from evacuation; whichever occurs first. All orders issued will be prepared per regulations found in Joint Federal Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and Policy and Guidance issued by the Office of Personnel Management (OPM).

(2) All Marines, Sailors, and Government Services Employees who evacuate pursuant to the Commander Marine Forces Reserve or Naval Base's Evacuation Order will be issued orders directing or authorizing their evacuation and if warranted their direction to report to an alternate work site.

(3) Authorized dependents of Marines, Sailors, and Government Service Employees covered under the provisions of the Commander's Evacuation Order will be issued Invitational Travel Orders (ITO).

e. Inbound/Outbound PCS Movement. While MARFORRES is in evacuation status, outbound PCS movements will not be executed unless an outbound Marine has affected family and household goods movement. Inbound movement of Marines will be halted until coordination is affected with MMOA, MMEA, and RAM.

f. Personnel matters requiring COMMARFORRES action will continue to be supported by the MARFORRES G-1.

g. Execution of TAD or Leave during Hurricane Season. Any Marine or Sailor executing a period of TAD or Leave during designated Hurricane season will ensure they have either in their possession, or staged in their section:

(1) 1 set of Marine Pattern Woodland Camouflaged Utilities with all required accessories, and

(2) 1 set of Marine Pattern Desert Camouflaged Utilities with all required accessories.

3. FINANCE AND DISBURSING

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a. Government Travel Charge Card (GTCC)

(1) Immediately upon notification of COC(FWD) personnel being sent to the AH, the Agency Program Coordinators (APCs) for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of COC(FWD) and TIER I personnel in possession of a GTCC.

(2) Immediately upon notification of HURRCOR 4 being set, the APCs for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of all remaining cardholders within their Hierarchy.

(3) In the event the evacuation is determined to be for an extended period of time, authorization will be sought from the GTCC Program Manager at Headquarters, U. S. Marines Corps allowing dependents to use of the cardholder's GTCC. This authorization will only be obtained and authorized for expenses incurred for the lodging of dependents and when ALL of the following conditions are met:

(a) The cardholder is ordered to return back to the work in the New Orleans area.

(b) The dependents remain at the location where the cardholder returned from.

(c) The payment for lodging had been pre-arranged with the lodging agency for monthly electronic charges against the cardholder's GTCC.

b. Military Member and Civilian Employee Travel Advances.  
In the event a member is not eligible to possess a GTCC, a request for travel advance will be submitted to the MOBCOM Finance Office. Requests for travel advances will be initiated upon notification that an evacuation has been executed. MOBCOM Finance Office will disburse travel advances in the amount of \$673. This advance will be deposited by the Finance Office into the Member's Direct Deposit account. Travel advances are disbursed as follows:

(1) 5 days M&IE and Lodging expenses based upon the CONUS base rate of \$39 per day for M&IE and \$60 per day for Lodging.

(2) 400 miles of mileage reimbursement at a rate of \$.445 per mile.

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(3) Any member receiving said advance must be counseled on the use of such an advance and if the member's total entitlements upon settlement of the evacuation claim is less than the amount advanced, the remaining balance will be due to the Government and a checkage will be initiated by the MOBCOM Finance Office. If the evacuation is anticipated to be longer than 5 days in duration, and the member is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30<sup>th</sup> day of evacuation.

c. Dependent Travel Advances. Dependent evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue a travel advance to dependents after travel has commenced. In the event a dependent is evacuated separately from their sponsor and is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30<sup>th</sup> day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

d. Upon return from a short-term evacuation or upon requirement to submit 30-day partial settlements, informational classes will be provided on proper preparation and submission of the evacuation travel claim(s).

#### 4. PAY AND ALLOWANCES

a. Military Regular pay and allowances are not affected by an evacuation.

b. Expiration of Current Contract (ECC) or Reserve Expiration of Current Contract (RESECC). In the event an evacuation is anticipated to be longer than 2 weeks in duration, Marines within 30 days of their ECC or RESECC and Marines within 30 days of an approved retirement date must contact the Force Personnel Administration Center (FPAC). Arrangements for possible extensions will be made on a case-by-case basis if requested and warranted.

c. Military Advance Pay. IAW DODFMR Volume 7A, Table 32-2, rule 4, in the event of an evacuation, advance pay may be requested. Any requests for advance pay must be prepared by the member and forwarded to the Headquarters Battalion Adjutant section for the Commanding Officer's determination and signature.

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5. RESERVE COMPONENT MEMBERS. Reserve Component Members serving on duty in the New Orleans area in the event an evacuation order is given will, or will not, execute an evacuation based upon the member's status.

a. SMCR/IRR/IMA Member serving on Mobilization orders will execute evacuation as directed.

b. SMCR/IRR/IMA Members serving on Active Duty Special Works (ADSW) orders where orders are written for duty a period of duty for 31-days or more will execute evacuation as directed.

c. SMCR/IRR/IMA Members serving on Active Duty Special Works (ADSW) orders where orders are written for a period of duty less for 30 days or less in duration will NOT automatically execute an evacuation. Any member in this category will require authorization by MFR/MSD Chief of Staff. Only after careful consideration and research will Marines of this category execute an evacuation. Member of this category executing an evacuation must be counseled that dependents of members serving on orders for 30 days or less are not authorized evacuation allowances. In the event the member will not be executing the evacuation, ADSW Orders will be modified to expire effective the date the evacuation order is given, and the member will be released from active duty.

d. SMCR/IMA Members serving on any type of Drill (IDT, ATP, RMP, AFTP, ect) will NOT execute an evacuation. The members will be credited for the time spent on duty in New Orleans prior to the evacuation and then secured. Members in this category will be afforded an opportunity to make up any missed drills at a later date.

e. SMCR Members serving on a period of Annual Training (AT) will not execute an evacuation. AT Orders will be modified to expire effective the date the evacuation order is given, and the member will be released from active duty. Members in this category will be afforded an opportunity to complete their AT at a later date. Individual Unit Commanders will determine if an AT being conducted outside of the evacuation area will be terminated early to allow affected members to return to their homes and take care of their families.

6. RECRUITING AND RETENTION. Reenlistments and Extensions will be done utilizing the closest Marine Corps facility and Career Planner to the Safe Haven site. The "Host" Career Planner will coordinate with the MARFORRES G-1 CRS on all matters concerning

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MARFORRES Marines. Appropriate level waiver packages will continue to route through the G-1.

7. POSTAL SERVICES. Continuation of postal procedures plan shall be accomplished by implementing the following course of action:

a. MARFORRES Postal Officer will liaise with the CMC Postal Section in order to generate and release an appropriate MARADMIN announcing the relocation of forces and new postal addresses to be used.

b. Should a relocation to an AH for an extended period of time take place, the MARFORRES Postal Officer will generate and publish a plan to ensure the continuous flow of parcels (USPS, UPS, and FedEx) within the MARFORRES Staff as well as among the MSCs and other outside agencies as required.

c. Upon return to the New Orleans vicinity (contingent upon the availability of Postal services) the MARFORRES Postal Officer will liaise with the CMC postal section in order to generate and release appropriate message traffic announcing the return of forces and appropriate address changes accordingly.

8. CASUALTY/SERIOUS INCIDENT REPORTING

a. Overview. It is imperative that the relocation to an AH does not impact MARFORRES's capability to report, process, and address any casualties or serious incidents which may occur. Communication procedures will not deviate based upon relocation of forces, and the MARFORRES, Command Operations Center (COC) and MARFORRES casualty officer will continue to be the primary information flow points.

b. MARFORRES HQBN and MSC HQ Casualties/Serious Incidents

(1) Any casualties sustained, or other serious incidents must be communicated to the COC as quickly as reasonably possible. All available information will be provided to the COC who will then forward details as appropriate.

(2) The generation of appropriate messages as required by applicable directives remains the responsibility of the MARFORRES HQBN or MSC HQ.

(3) Should commands not have the capability to release messages due to relocation to an AH, the MARFORRES COC will take



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on the responsibility of releasing the respective messages (SIR/PCR) accordingly. If the COC is needed to release a PCR/SIR, it is imperative that the notifying command makes the COC aware of the requirement immediately.

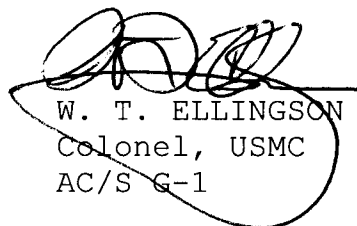
c. Other MARFORRES Casualties/Serious Incidents. Reporting chain will remain constant regardless of relocation of forces. The requirement to relocate to an AH can not be an excuse for the degradation of casualty or serious reporting and information flow.

d. Additional questions with regard to casualty reporting should be vetted through the MARFORRES Casualty officer, Mr. Jason Burkett, at (504) 952-2720.

9. DECORATIONS AND AWARDS

a. Personal and Unit Awards. The HQMC electronic awards system will continue to be the mechanism by which personal awards are generated and processed in accordance with MCO 1650.19J. Items that are abnormal or those requiring expedited timelines, should be followed-up with a phone conversation to the Adjutant's awards section (primary POC being SSgt Timothy Tyson) in order to ensure they receive the attention required.

b. Special Category Awards. Relocation of the headquarters will not impact the processing of Special Category MFR awards. All submissions will continue to be processed by the appropriate MSC before being submitted to the MARFORRES G-1. Additionally, the Special Category "duty submission" rotation will remain in effect regardless of headquarters relocation.



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APPENDIXES:

- 1 - FEDERAL GOVERNMENT CIVIL SERVICE (GS)/ NON-APPROPRIATED FUND (NAF) EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN (EVAC/COOP)
- 2 - CONTRACTOR EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN (EVAC/COOP)

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APPENDIX 1 TO ANNEX E TO FORCE ORDER 3440.1F (EVACUATION/COOP)  
FEDERAL GOVERNMENT CIVIL SERVICE (GS)/ NON-APPROPRIATED FUND  
(NAF) EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this appendix is to provide detailed guidance regarding personnel support for GS and NAF employees in preparation for, and in the event of, a required evacuation from the New Orleans area.

c. Concept of Personnel Support. The general concept for personnel support is to ensure that the command plans for, and has made necessary arrangements for, support requirements which are levied upon evacuation from the home duty station.

2. PERSONNEL POLICIES AND PROCEDURES

a. Personnel Accountability

(1) Personnel Accountability procedures have been established by each Department and MSC. Each Department and MSC has selected representatives who will be responsible for recording and updating all personnel accountability information for GS and NAF employees.

(2) Initial accountability for all GS and NAF personnel will be performed by your appointed Department/MS

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representative telephonically NLT 0900 and 1700 CST each day, commencing with the date the evacuation is ordered.

(3) Accountability of members and their dependents is absolutely crucial in the event of evacuation. It is incumbent upon members to ensure that respective departments have complete and accurate recall information for the member and their dependents. Members will maintain a personal copy of their section's recall roster.

(4) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for all personnel will be performed using the MARFORRES morning report database which is accessible via <http://kcmaweb/MCRSC/>, and then clicking on the "MFR Morning Report" icon located on the top of the right-hand column.

(5) All fields for each employee are checked for accuracy by Department/MSC representatives throughout the year. Members will promptly report any changes to their information to their appropriate section representatives in order to assist the Command in maintaining up-to-date, correct information on all members and their dependents.

(6) While in an evacuated status, the web based MARFORRES Morning Report, will be the primary method to collect, collate and distribute accountability data. Each Department/MSC's morning report representative will perform daily updates not later than 0730 every business day (Mon - Fri).

(7) Members will maintain close contact with Department/MSC representatives throughout the evacuation and report any changes to your situation or status, or your family's situation or status promptly.

b. Orders Production

(1) Overview. Depending on the length of the anticipated evacuation and the impact on the area, CMC (RFL) will direct orders to be produced via either Standard Accounting and Budget Reporting System (SABRS) or by production of letter-type Temporary Additional Duty Orders. Official Evacuation Orders will be issued per the Commander's Evacuation Order within the first 30-days of evacuation, or immediately upon return from evacuation; whichever occurs first. All orders issued will be prepared per regulations found in Joint Federal

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Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and Policy and Guidance issued by the Office of Personnel Management (OPM).

(2) In the event the evacuation is short term in nature, less than 2 weeks, the G-1 will issue orders via SABRS citing the appropriation data provided by the Comptroller and as directed by higher headquarters.

(3) In the event the evacuation is for more than 2 weeks, the G-1 will issue orders via letter-type Temporary Additional Duty Orders citing the appropriation data provided by the comptroller and as directed by higher headquarters.

(4) All GS and NAF Employees who evacuate pursuant to the Commander's Evacuation Order will be issued orders directing their evacuation and if warranted their direction to report to an alternate work site.

(5) Authorized dependents of GS and NAF Employees covered under the provisions of the Commander's Evacuation Order will also be issued orders. Their orders will be issued as invitational travel orders.

c. Transfer/Joins of GS/NAF Employees

(1) While MARFORRES is in an evacuation status, the join or transfer of all outbound/inbound GS/NAF employees will be frozen, if possible.

(2) Disposition for GS employees will be formally requested from the Human Resources agencies that will be designated by the Office of Personnel Management and appropriate guidance requested.

(3) CMC (MR) will be contacted for appropriate disposition of inbound/outbound NAF employees.

d. Personnel matters requiring COMMARFORRES action will continue to be supported by the MARFORRES G-1 Civilian Liaison Office.

3. FINANCE AND DISBURSING

a. Use of Government Travel Charge Card (GTCC) to Defray Authorized Initial Expenses During Evacuations

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(1) In most cases, GS/NAF employees will utilize their GTCC to defray authorized initial expenses incurred because of evacuations. The following information details the sequence of events relative to activation of employee GTCC's.

(a) Immediately upon notification of Command Operations Center, Forward (COC(FWD)) personnel being sent to the Alternate Headquarters (AH), the Agency Program Coordinators (APCs) for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of COC(FWD) and TIER I personnel in possession of a GTCC.

(b) Immediately upon notification of HURRCOR 4 being set, the APCs for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of all remaining cardholders within their Hierarchy.

(c) In the event the evacuation is determined to be for an extended period of time, authorization will be sought from the GTCC Program Manager at Headquarters, U. S. Marine Corps allowing dependents to use of the cardholder's GTCC. This authorization will only be obtained and authorized for expenses incurred for the lodging of dependents and when ALL of the following conditions are met:

1. The cardholder is ordered to return back to the work in the New Orleans area.

2. The dependents remain at the location where the cardholder returned from.

3. The payment for lodging had been pre-arranged with the lodging agency for monthly electronic charges against the cardholder's GTCC.

b. Advance Payments to Employees who Receive an Order to Evacuate

(1) In those cases where a GS/NAF employee does not have a GTCC, or in the event of other unusual circumstances, advance payment of pay, allowances and differentials may be approved for an employee who has received an order to evacuate.

(2) An advance payment, (defined as a payment in advance of the date which the employee otherwise would be entitled to be

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paid), must be required to help the employee defray immediate expenses incidental to the evacuation, and must be approved by the agency head or his designated official.

c. Payment of Employee Travel Advances After Travel Has Commenced

(1) Evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue travel advances after travel has commenced.

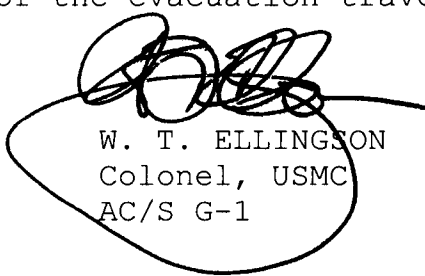
(2) In the event a GS/NAF employee is in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30<sup>th</sup> day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

d. Payment of Dependent Travel Advances After Travel Has Commenced

(1) Dependent evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue a travel advance to dependents after travel has commenced.

(2) In the event a dependent is evacuated separately from their sponsor and is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30<sup>th</sup> day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

e. Informational classes will be provided on proper preparation and submission of the evacuation travel claim(s).



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APPENDIX 2 TO ANNEX E TO FORCE ORDER 3440.1F (EVACUATION/COOP)  
CONTRACTOR EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this appendix is to provide detailed guidance regarding directed actions and personnel support for Contractor employees in preparation for, and in the event of, a required evacuation from the New Orleans area.

2. PERSONNEL POLICIES AND PROCEDURES

a. Contractor employees will be advised of the command decision to evacuate by their section personnel and/or Contracting Officer Representative (COR). Contractor employees and their employing company are responsible for their own evacuation.

b. COMMARFORRES will determine if contractors will be required to relocate to the appropriate AH for the duration of Phase III.

(1) If relocation to the AH is required, the MARFORRES Regional Contracting Officer will be responsible for coordinating with the contractor's employers for contractor movement to the AH.

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(2) No one but the MARFORRES Contracting Officer is authorized by law to direct the contractor employees to report to an alternate work site.

c. Any COR wanting a contractor employee to report to an alternate work site must submit the request to the MFR Regional Contracting Office, who will consult with the Comptroller to determine if funding is available for the travel before issuing such a modification.

3. PERSONNEL ACCOUNTABILITY

a. Sections with contractors assigned will continue to account for the whereabouts and well-being of their Contractor personnel and their respective dependents.

(1) Personnel accountability procedures have been established by each Department and MSC. Each Department and MSC has selected representatives who will be responsible for recording and updating all personnel accountability information accordingly.

(2) Initial accountability for all Contractor personnel will be performed by Department/MSC representatives telephonically NLT 0900 and 1700 CST each day, commencing with the date the evacuation is ordered.

(3) This accountability is crucial in the event of evacuation. Ensure that you have the latest update to your Departments Recall Roster with you, and that you and your family members know the names and complete contact information (to include cellular contact numbers) of your Department's representatives. If you haven't heard from your Department's representative in a timely fashion, or if you have any questions call them, your supervisor, or your Department Head as soon as possible and establish contact.

(4) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for all personnel will be performed using the MARFORRES morning report database which is accessible via <http://kcmaweb/MCRSC/>, and then clicking on the "MFR Morning Report" icon located on the top of the right-hand column.

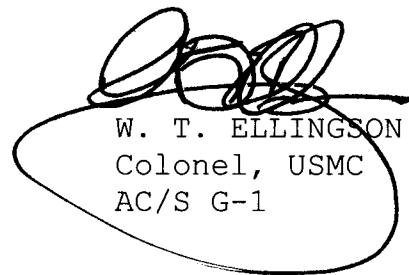
(5) All fields for each employee are checked for accuracy by Department/MSC representatives throughout the year.



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Promptly reporting any changes to your information will greatly assist the Command in maintaining up-to-date, correct information on you and your family that can be used during the initial phases of a command directed evacuation.

(6) While in an evacuated status, the web based MARFORRES Morning Report, will be the primary method to collect, collate and distribute accountability data. Each Department/MSD's morning report representative will perform daily updates not later than 0730 every business day (Mon - Fri). Ensure that you maintain close contact with your Department/MSD representative throughout the evacuation and report any changes to your situation or status, or your family's situation or status promptly.



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ANNEX K TO FORCE ORDER 3440.1C EVACUATION/COOP (U)  
COMMUNICATIONS (U)

Ref: (a) OPNAVINST 3440.16C  
(b) NAVSUPACTNRLNSINST 3450.5B with change 1  
(c) NAVSUPACTNRLNSNOTE 5530  
(d) FORCE ORDER 3440.1F  
(e) MFR G-6 EVAC/COOP SOP  
(f) SECNAVINST 5510.36

I. Situation.

a. General. As a major Marine Corps Command, Marine Forces Reserve (MARFORRES) must be prepared to continue mission essential functions required to meet National Defense and/or civil support requirements in the event that a man-made or natural disaster would preclude operations aboard Naval Support Activity (NSA), East Bank. This Annex (per the references) provides guidance, instruction, and procedures for Network and Command and Control "Continuity of Operations" (COOP), to continue to perform mission essential functions without interruption.

b. Friendly Forces. Support is anticipated from the following commands or agencies:

1) Higher.

a) See Force Order.

b) Headquarters, Marine Corps Network Operations Security Command (MCNOSC) will monitor the redirection of network services.

2) Adjacent.

a) Alternate Headquarters (AH) I&I Staffs will provide host headquarters support as required.

b) Assistant Chief of Staff G-6 Marines will work closely with EDS personnel to insure a smooth transition of NMCI provided services.

c. Assumptions.

1) In the event of a deliberate COOP, MFR G-6 will have authorization to begin COOP process upon setting of HURRCOR 4 (H-72).

2) The pre-evacuation primary means of unclassified command, control, and communications (C3) among COMMARFARRES headquarters and staffs will be data.

3) Primary means of post evacuation C3 will be via unclassified data, secondary means is government / commercial telephone.

4) Blanket Travel orders for Pre-Tier Flyaway personnel will be provided

ANNEX K TO FORCE ORL 3440.1C EVACUATION/COOP (U)  
COMMUNICATIONS (U)

5) All deployable NIPRNet laptops will be deployed with its owner to AH during COOP/Evac operations.

6) The following Standing Warning Orders will be issued at the start of Hurricane season:

- a) Airlift of personnel to KCMO at HURRCOR V-
- b) Airlift of personnel to KCMO at HURRCOR IV
- c) KCMO to assist in prep for COOP
- d) MCNOSC for info as to the redirect services
- e) NMCI for the redirection of services
- f) EKMS Account at AHs prepare to support

2. Mission. On order (O/O), Assistant Chief of Staff, G-6 will initiate procedures to provide a seamless transition of network services, or COOP of critical IT services in support of HQ MFR. This will maintain C3 mission-essential functions and provide Comm-Elec support in terms of formal and informal instruction, guidance, and assistance in support of force redeployment planning and execution.

3. Execution.

a. Commander's Intent. The purpose of this plan is to provide guidance, instruction, and procedures for executing an evacuation and COOP plan in the event of an impending major hurricane tracking to hit the New Orleans geographical area. The plan must be designed to remain sufficiently flexible to permit variation due to change in meteorological conditions or storm track as well as an adaptable base plan for execution of the COOP due to a spontaneous event.

b. Concept of Operations/Scheme of Maneuver. The MARFORRES deliberate or emergency COOP of Network services in New Orleans by MFR G-6 will be executed in four (4) phases according to the following guidance and direction. The phases are:

- Phase I - Preparatory Phase
- Phase II - Evacuation Phase
- Phase III - COOP Execution Phase
- Phase IV - Reconstitution Phase

1) Phase I. Preparatory Phase. HURRCOR 5 (H-96) from 01 Jun to 30 Nov MFR G-6 will:

- a) Update evacuation databases to ensure preparedness for all-hazards evacuation.
- b) Review after-action reports from the previous hurricane season and recommend/make appropriate adjustments to evacuation and COOP plans.
- c) Participate in a staff exercise under the cognizance of the Assistant Chief of Staff, G-3/5 in order to rehearse the Evacuation/COOP decision-making process.
- d) ICW the Destructive Weather Officer (DWO) provide pre-season instructions/procedures to all MARFORRES personnel for the following:

- (1) How to backup critical information on personnel H:\, Shared S:\, and C:\ drives
- (2) Use of BuRAS, and OWA
- (3) Use of cell phone cards

(4) Operation of INMARSAT terminal

- e) Based upon requirements identified by the Major Subordinate Commands (MSC) and MARFORRES Staff agencies, ensure that at all planned alternate command posts NMCI and Legacy wall jacks are activated; telephone and VTC capabilities are in place.
- f) Provide hot SIPRNET LAN connections in the AH vault prepared for immediate use upon arrival.
- g) Have equipment identified as Group Gear tagged, and inventory list completed
- h) Ensure that planned AH and NOLA Headquarters security detachments have adequate communications capability.
- i) Stage the following equipment at AH:
  - (1) Cell phones using AH local area codes
  - (2) Single channel satellite radios
  - (3) VTC equipment
  - (4) Fax/Scanners
  - (5) Phone Conference System
  - (6) SIPR/NIPR computers if available
- j) Provide Government Emergency Telecommunication Service (GETS) cards to key staff personnel.
- k) Verify the accuracy of the Destructive Weather Database. Notify the G-1 of any necessary changes.
- l) Assign an individual to serve as the Destructive Weather/COOP Representative. Provide name to the G-3.
- m) Identify personnel requiring government transportation to the HQBn. Verify that they have the means to get from their quarters to the government transportation pick up point.
- n) Identify key personnel requiring cell phones with other than a (504) area code to the G-6 Telephone Chief.
- o) Review procedures for proper handling and storage of classified materiel
- p) Provide names of TIER I and TIER II personnel to the G-3.
- q) Provide names of personnel for DCT to the DCT OIC (Facilities)
- r) Provide names of personnel for ERT to the ERT OIC (MFR G-4)
- s) Ensure that all personnel going on extended periods of TAD have made provisions for their dependants to safely evacuate.
- t) Ensure the Command's duty phone is equipped with AUDIX capable of remote message updating. This system will be monitored at the alternate command post.

u) Provide and publish “800” numbers to assist the Command Operations Center control the deployment and redeployment of personnel.

2) Phase II. Evacuation Phase. HURRCOR 5(-) (H-96) thru HURRCOR IV (H-72). Phase II commences 96 hours prior to the projected landfall of a named tropical storm/hurricane in the New Orleans area. Phase II ends when COMMARFORRES determines that operations must continue at the AHs (execute Phase III) or that a return to New Orleans is feasible (execute Phase IV). COMMARFORRES may halt the evacuation and direct a return to New Orleans if it appears the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area. (See Annex C for Evacuation timeline and decision points.) See Force Order and Reference (e) for evacuation of personnel.

a) **On Order O/A H-96**

(1) Issue Execute Order to MFR G-4 to airlift the three (3) personnel, identified as the pre-advanced party, to KCMO. Upon arrival, begin preparations for COOP of network services and DMS messaging.

(2) Pre-Tier I personnel airlifted to KCMO to prep for COOP

b) **O/A H-85** - Pre-Tier 1 personnel arrive KCMO

c) **On Order O/A H-72**

(1) Execute Order Airlift Tier 1 personnel to KCMO

(2) Tier I personnel will proceed via POVs and Airlift to their AH (Airlift to KCMO, POV DFW). Personnel are authorized to evacuate their dependants at this time.

d) **O/A H-65** - Airlifted Tier 1 personnel arrive KCMO

e) **On Order O/A H-60**

(1) Upon receipt of COMMARFARRES Evacuation Order, MFR G-6 Tier 2 personnel and dependents will begin evacuation in accordance with Appendix 4 (some directly to AH, non-essential to safe haven)

(2) Advance team arrives on deck in KCMO (~ H-55) and assist, MOBCOM and pre-Tier 1 personnel in transfer of network and DMS services.

f) **O/A H-55** - Tier 1 personnel deploy in POV, arrive at AH

g) **O/A H-48**

(1) Tier 1 personnel arrive at FW

(2) NOLA Tier 3 team deploys to KCMO

h) **O/A H-24** - Tier 3 personnel arrive at AH

i) ALL G-6 Department heads are responsible for ensuring they are prepared for possible evacuation and their personnel begin preparation task outlined in reference (e).

ANNEX K TO FORCE ORL 3440.1C EVACUATION/COOP (U)  
COMMUNICATIONS (U)

3) Phase III – COOP Execution Phase. HURRCOR 4 (H-72). MARFORRES G-6 will ensure continuity of operations is maintained throughout transfer of command and control during the Phase II Evacuation and thru Phase III. Phase III ends upon return of MARFORRES command and control to New Orleans. (Execute Phase IV)

a) **On Order O/A H-96** - Issue Execute Order tasking Commanding Officer MOBCOM to provide personnel to assist in prep for COOP.

b) **On Order O/A H-72**

(1) Upon setting HURRCOR 4, MFR G-6 will begin COOP and transfer of network and DMS services ICW pre-Tier 1, and assigned MOBCOM personnel, providing uninterrupted network services to the fullest extent possible.

(2) Execute Order to NMCI to begin COOP for the redirection of services

(3) Execute Order to RCO IRT SAIC and CSC personnel proceeding to alternate work locations.

(4) Notify MCNOSC for info as to the intent to redirect services

c) **On Order O/A H-60**

(1) MFR G-6 personnel will work closely with the DWO in the event the evacuation and COOP would be halted and a return to New Orleans directed, if it appears the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area.

(2) Activate off base automatic forwarding of key staff personnel's office Alternate CP location.

d) **On Order O/A H-48**

(1) Tier 3 personnel complete network COOP from NOLA to KCMO. Upon completion of COOP execution process NOLA data center building 601 services are transferred to COOP site

(2) Upon completion of COOP execution process primary communications for the NOLA COC will remain data, SIPR and NIPR, VTC, Commercial /Government phones, secure fax, and DSN.

(3) Supplemental communications means are:

(i) Verizon Wireless for unclassified data

(ii) Iridium phones for unclassified voice

(iii) INMARSAT for classified data and STU/STE for classified voice

(iv) Tactical Satellite Radio for classified/unclassified voice

(v) Cellular text messaging

e) **On Order O/A (H-24) HURRCOR 2 thru Recovery Order** - Continue Phase III until recovery order is issued.

4) Phase IV. Redeployment Phase. On Order. During this phase, all network services, DMS messaging and personnel will be redeployed back to NOLA in accordance with reference (d) following the same manner as original deployment, evacuation and COOP orders were executed

c. Task.

ANNEX K TO FORCE ORL 3440.1C EVACUATION/COOP (U)  
COMMUNICATIONS (U)

1) NETOPS Division

- a) Lead in planning and execution of technical aspects of COOP outlined in reference (e)
- b) Execute the transfer of critical IT services to AH
- c) Determine network services requirement and prepare them for COOP
- d) Assign personnel to Forward and Rear teams for the duration of the CY06 Hurricane season.
- e) Prepare and release message Warning and Execution orders when directed as outlined in paragraphs 3.c.1).q and 3.c.3).a.(6), to the required personnel
- f) Support all network services at AH in support of COOP
- g) Publish Appendices 1, 3 and 6
- h) Provide VTC support at AH as required
- i) Provide instruction / procedures on back-up of critical information, use of BuRAS OWA use of cell phone cards, priority override capability on executive cell phones.
- j) Prep AH sites to be fully functional and ready to occupy on 01 June, to include capability for SIPR, NIPR, VTC, fax, scanner, printer and telephone operations

2) Requirements Division

- a) Support procurement at all AH as required
- b) Support personnel requirements as directed

3) Destructive Weather Officer

- a) Lead effort in ensuring personnel readiness and personnel planning for COOP
- b) Provide list of G-6 Forward personnel, to include visitor requests, to MOBCOM.
- c) Provide input to NETOPS for COOP of services as required.
- d) Provide list of G-6 COOP team members to G-3
- e) With MARFORRES G-3 and HQBN, determine cell phone requirements and assignments and publish a key personnel cell phone roster.
- f) Publish Appendices 4 and 7

4) Operations Division

ANNEX K TO FORCE ORL R 3440.1C EVACUATION/COOP (U)  
COMMUNICATIONS (U)

- a) Assign personnel to Forward and Rear teams for the duration of the CY06 Hurricane season.
- b) Determine and coordinate all aspects of providing SATCOM/Radio data or voice communications capability on following four nets:
  - (1) NORTHCOM Ops
  - (2) HQMC PP&O
  - (3) MFR Command
  - (4) MFR CommCoord
- c) Provide instruction / procedures on use of INMARSAT for NIPR and SIPR operations.
- d) Publish Appendices 2 and 5
- e) Ensure EKMS support to the Force can continue during execution of COOP.
- 5) Detachment OIC/SNCOIC's. Once assigned, assist NETOPS Division in preparing personnel and technical COOP activities.
- 6) MOBCOM. Per the Execution Order, provide direct support to MFR G-6 ISO COOP
- 7) Major Subordinate Commands.
  - a) Conduct a similar preparation phase indicated in paragraph 3.b.1) verifying all communications requirements are met at your AH location
  - b) Provide network service and Information System Coordinator support for your' AH location.
  - c) Provide Communications Statistical Readiness Reports in accordance with App 1, TAB I.
  - d) Provide additional C4 requirements to MFR G-6
- d. Coordinating Instructions
  - 1) Should it be necessary to evacuate without notice, command and control will be maintained, if possible, from the MFR Command Center with Tier II personnel remaining in place until the AH is occupied and functional by the Tier I personnel. Once the AH is functional, the Tier II Personnel and the remaining MFR Command Center Teams will then displace to the AH location. In the event that the situation requires immediate evacuation of all MARFORRES personnel, command and control authority will be relinquished to MOBCOM in order to maintain command and control authority of MARFORRES until the AH is established and functional.
  - 2) Ensure that classified material is properly secured in accordance with reference (f)
  - 3) Priority of restoration is outlined in Appendix 1.



ANNEX K TO FORCE ORL R 3440.1C EVACUATION/COOP (U)  
COMMUNICATIONS (U)


2. Administration.

- a. Major Subordinate Commands are responsible for their AH communications and computer systems support, and should take full advantage of I&I staff support.
- b. The Hurricane Conditions of Readiness (HURRCOR) are detailed in reference (d).
- c. The SOP identified in reference (e), provides detailed instructions on the preparation, execution and recovery procedures applicable to the MARFORRES COOP.
- d. Administration section will verify the accuracy of the Destructive Weather Database weekly.
- e. KCMO Toll free number is (800) 255-5082 ext 3048
- f. Telephone roster for key personnel will be located on the MFR website under Hurricane Info

3. Command and Signal.

- a. The Assistant Chief of Staff, G-6 as part of the advanced party will on order A/O H -72 redeploy to DFW.
- b. The Deputy G-6 as part of the main body of evacuees will on order, redeploy to KCMO.
- c. Division Head locations are in accordance with Appendix 4.

ACKNOWLEDGE RECEIPT

  
STEPHEN F. BRANCO  
By Direction

APPENDICES:

- Appendix 1 – Data/DMS Communications (Knowledge Management)
- Appendix 2 – Radio/Voice
- Appendix 3 – Information Assurance
- Appendix 4 – Time Phased Force Deployment
- Appendix 5 – Communications Security (EKMS)
- Appendix 6 – Telecommunications
- Appendix 7 – COOP Timeline

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ANNEX X TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)  
EXECUTION CHECKLIST (U)

ACTION	PERSONNEL	TIMING	CONDITIONS
Update Evac database	Sections/HQBn/ MSC's	Prior to 1 Jun Phase I-Phase II	
Review of AAR's Update Plan	Sections/HQBn/ MSC's	Prior to 1 Jun Phase I	
MFR HURREX	Sections/HQBn/ MSC's (G-3 Lead)	1-15 May Phase I	
Assignment of Marines to RBM Det/DCT to G-3	Sections/HQBn/ MSC's	NLT 1 Jun	Assignment of individuals, update as necessary
Confirm families of TAD/excess Marines plan for evac	Sections/HQBn/ MSC's	NLT 1 Jun As storm appears	Families of Marines in TAD/Excess through storm season
Identification of Marines that require Gov't transportation	Sections/HQBn/ MSC's	Prior to 1 Jun Prior to Phase II	Marines that do not possess reliable POV.
Hurricane Trng	All hands	1-15 May	
Set HURRCOR 5	CMFR	1 Jun	
Review of Evac/COOP	Sections/HQBn/ MSC's	Prior to 1 Jun Prior to Phase II	As storm forming/ approaching
Confirm evac plans for personnel	Sections/HQBn/ MSC's	Prior to Phase II	Storm approaching
Warning Order to Tier I (Advance)	DesPers	120 hours out	Storm approaching
Begin prep of Marine spaces on NSA	HQBn	120 hours out	Storm approaching
Provide names of Tier I (Advance) to G-1	Sections/HQBn/ MSC's	96 hours out	Storm tracking NOLA/Tier I (Advance) ordered to launch
AC/S G-3/5, DWO advise CMFR	AC/S G-3/5, DWO	96 hours out	Storm tracking NOLA
Activate GTCC	G-1	96 hours out	Storm tracking NOLA
Roll of cell phone to alt area code	G-6	96 hours out	Storm tracking NOLA

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Begin Phase II	All hands	96 hours out	Storm tracking NOLA
Tier I (Advance) launches to AH	DesPers G-6/MFR COC	96 hours out	Storm tracking NOLA
Warning Order to Tier I Pers	CMFR issues to Tier I	96 hours out	Storm tracking NOLA
Provide names of Tier I to G-1	Sections/HQBn/ MSC's	96 hours out	Storm tracking NOLA/Warn O to Tier I
Ensure master key or key to all spaces in Marine bldgs staged in COC	Facilities	96 hours out	Storm tracking NOLA
Ensure Combination to CMCC staged in COC	MFR Security Manager/CDO	96 hours out	Storm tracking NOLA
Updates to CMFR	AC/S G-3/5, DWO	96-72	Storm tracking NOLA or Change in Track/Cond.
4 <sup>th</sup> MAW intentions of Air Assets	4 <sup>th</sup> MAW to MFR G-3/5, MFR COC	96-72 hours out	Storm tracking NOLA
Set HURRCOR 4	CMFR	72 hours out	Storm tracking NOLA
Tier I launch to AH	CMFR order to Tier I	72 hours out	Storm tracking NOLA
G-6 launch 25 PAX to KC via MFR Air	DesPers/4 <sup>th</sup> MAW	72 hours out	Storm tracking NOLA
Warning Order to Main Body/Tier II	CMFR issues WarnO	72 hours out	Storm tracking NOLA
Main Body secured to prep	Sections/HQBn/ MSC's	72 hours out	Storm tracking NOLA, Warning Order issued
RBM muster in Force Conf Room	DesPers	72 hours out	Storm tracking NOLA, Warning Order issued
COC fwd arrives AH, est comm.	SWO	72-60 hours out	Storm tracking NOLA
Tier I arrives AH	Tier I pers	60-50 hours out	Storm tracking NOLA
CMFR evac order to main body	CMFR	60 hours out	Storm tracking NOLA
Cancel evac/issue recall order	CMFR	60 hours out or as criteria met	Change in track or storm conditions

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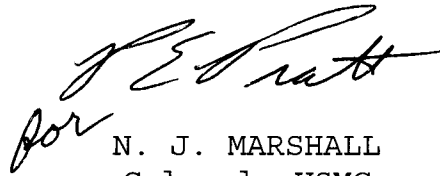
Pers requiring Gov't trans muster at Des Loc NSA	Des Pers/HQBn	60 hours out	Evac ordered, Storm tracking NOLA
RBM Det est	RBM DesPers	60 hours out	Evac ordered, Storm tracking NOLA
Augment to ASF	DesPers	TBD	Evac ordered, Storm tracking NOLA
Update to CMFR	RBM OIC	48 hours out	Storm tracking NOLA
AH assumes Cmnd & Cntrl	Tier I pers	48 hours or Upon est of connectivity/ functionality	Storm tracking NOLA/AH functional
Tier II launch to AH	Tier II pers	48 hours or AH established and functional	Storm tracking NOLA/AH functional
G-6 launch 5 PAX to KC via MFR Air	DesPers/4 <sup>th</sup> MAW	48 hours out	Storm tracking NOLA/MFR Air available and NAS remains open
Set HURRCOR 3	CMFR	48 hours out	Storm tracking NOLA
Accountability update to CMFR	Sections/HQBn/ MSC's	48 hours out	Storm tracking NOLA
Update to CMFR	RBM OIC	24 hours out	Storm tracking NOLA
Set HURRCOR 2	CMFR	24 hours out	Storm tracking NOLA
Accountability update to CMFR	Sections/HQBn/ MSC's	24 hours out	Storm tracking NOLA
Update to CMFR	RBM OIC	12 hours out	Storm tracking NOLA
Set HURRCOR 1	CMFR	12 hours out	Storm tracking NOLA
Begin Assessment	RBM OIC	Landfall + 12 hours	Landfall
Update to CMFR	RBM OIC	L+12 hours	Storm passed
Update to CMFR	RBM OIC	L+24 hours	Storm passed
Initial Accountability Damage report from affected I&I/SMCR units	MSC's	L+24 hours	Storm passed
DCT begin recovery	DCT OIC	L+24 hours	Storm passed, clean up needed
Begin Phase III	CMFR issues COOP execute order	L+24-36 hours	Damage to NOLA
Begin Phase IV	CMFR issues recall order	L+24-36 hours	No Damage to NOLA

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Full staffing of AH	Sections/HQBn/ MSC's	On Order	If execute Phase III
Return of ERT	CMFR order	On Order	If execute Phase III
Contractors to AH	CMFR	On Order	If execute Phase III and needed/requires COR coordination
Post-storm assessment with EOC's	RBM OIC	L+24-36 hours	Phase II to determine next Phase
Accountability Damage reports MFR, MSC's, I&I/SMCR units	Sections/HQBn/ MSC's	L+24 hours	For all storm events
Post-storm assessments Updates to CMFR	RBM OIC	Continuous	If execute Phase III
Recommend Plan/Timeline for Return to NOLA	RBM OIC	As feasible	If execute Phase III As conditions allow
RMCC established	RBM OIC	On order	If execute Phase III
Command and Control return to NOLA	MFR COC/RMCC	On order	Conditions permit return of Command and Control
Begin Phase IV	RMCC	On order	Conditions permit return of MFR pers and families
Return order issued	CMFR	On order	Conditions permit return of MFR pers and families
Phase II to Phase IV	CMFR	L+24-36 hours	IF PHASE III NOT EXECUTED
Command and control return to NOLA	RBM OIC/MFR COC	L+24-36 hours	IF PHASE III NOT EXECUTED
Recall order issued	CMFR	L+36 hours	IF PHASE III NOT EXECUTED
End Phase IV	CMFR	On order	All MFR pers and families returned to NOLA Operations resumed at NSA

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ACKNOWLEDGE RECEIPT

A handwritten signature in black ink, appearing to read "N. J. Marshall", is written over the printed name.

N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

APPENDIX:

1 - Hurricane Decision Point Timeline

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APPENDIX 1 TO ANNEX X TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
HURRICANE DECISION POINT TIMELINE (U)

REFERENCES: None

1. Situation. The evacuation of MARFORRES, due to Destructive Weather, requires the timely evacuation of the NSA, East Bank. For the safety of all MARFORRES personnel, it is imperative to make an early evacuation decision to stay ahead of a city wide evacuation. The decision points will aid in accomplishing all pre-evacuation tasks and ensure a timely departure for MARFORRES personnel.

2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia, in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.


3. Concept of Operations. The MARFORRES Command Center and the Force DWO will be responsible for tracking the progress of an approaching storm. Decision Points are provided to assist in making the proper and timely evacuation decision. Storm tracking and tripping of DP's will be reported to the COMMARFORRES, MARFORRES Chief of Staff, MFR Staff, HQBn, MSC's, and all DW Representatives. DP's are tied directly to the evacuation timeline with specific evacuation actions associated with each.

4. Administration and Logistics. Refer to the basic plan and all Annexes for Administrative and Logistics actions associated with tripping of each DP.

5. Command and Signal. Refer to the basic plan and all Annexes.

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*for* N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

TABS:

A - Hurricane Decision Point Timeline



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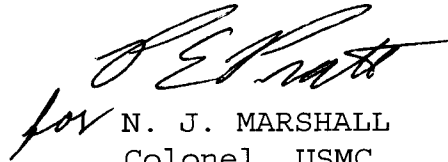
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TAB A TO APPENDIX 1 TO ANNEX X TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)

HURRICANE DECISION POINT TIMELINE (U)

1. Purpose. The graphic on the following two pages details the timing, as it relates to hours from projected landfall and actions associated with each Decision Point.

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for N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

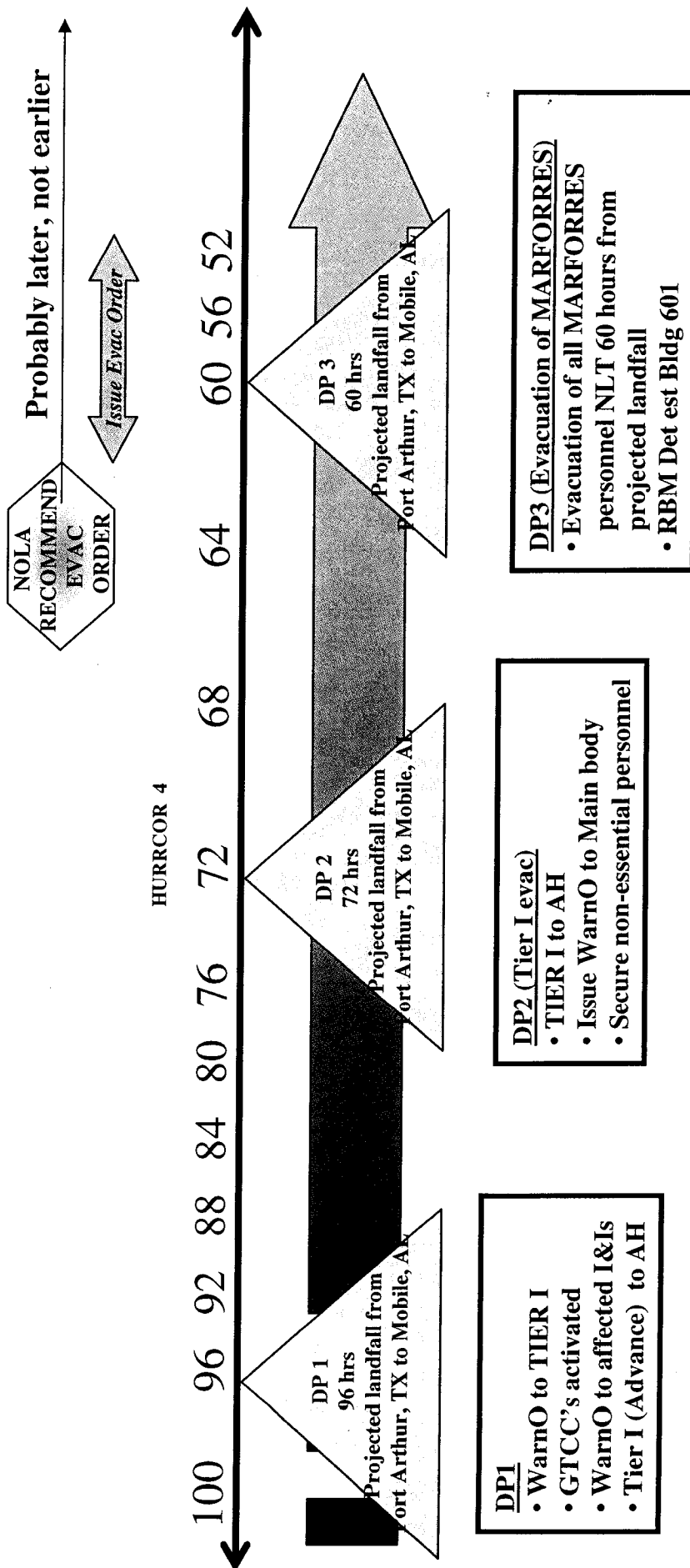
Exhibits:

- 1 - HURRCOR 5/4 Evacuation Decision Points
- 2 - HURRCOR 3/2/1 Evacuation Decision Points

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# HURRCOR 5,4

## EVACUATION DECISION POINTS (DP)



# HURRCOR 3, 2, 1

## EVACUATION DECISION POINTS (DP)

